

Town of Tiburon
Municipal Budget
Fiscal Year 2024 - 2025



Presented To:

Mayor Alice Fredericks
Vice Mayor Holli Thier
Councilmember Isaac Nikfar
Councilmember Jack Ryan
Councilmember Jon Welner

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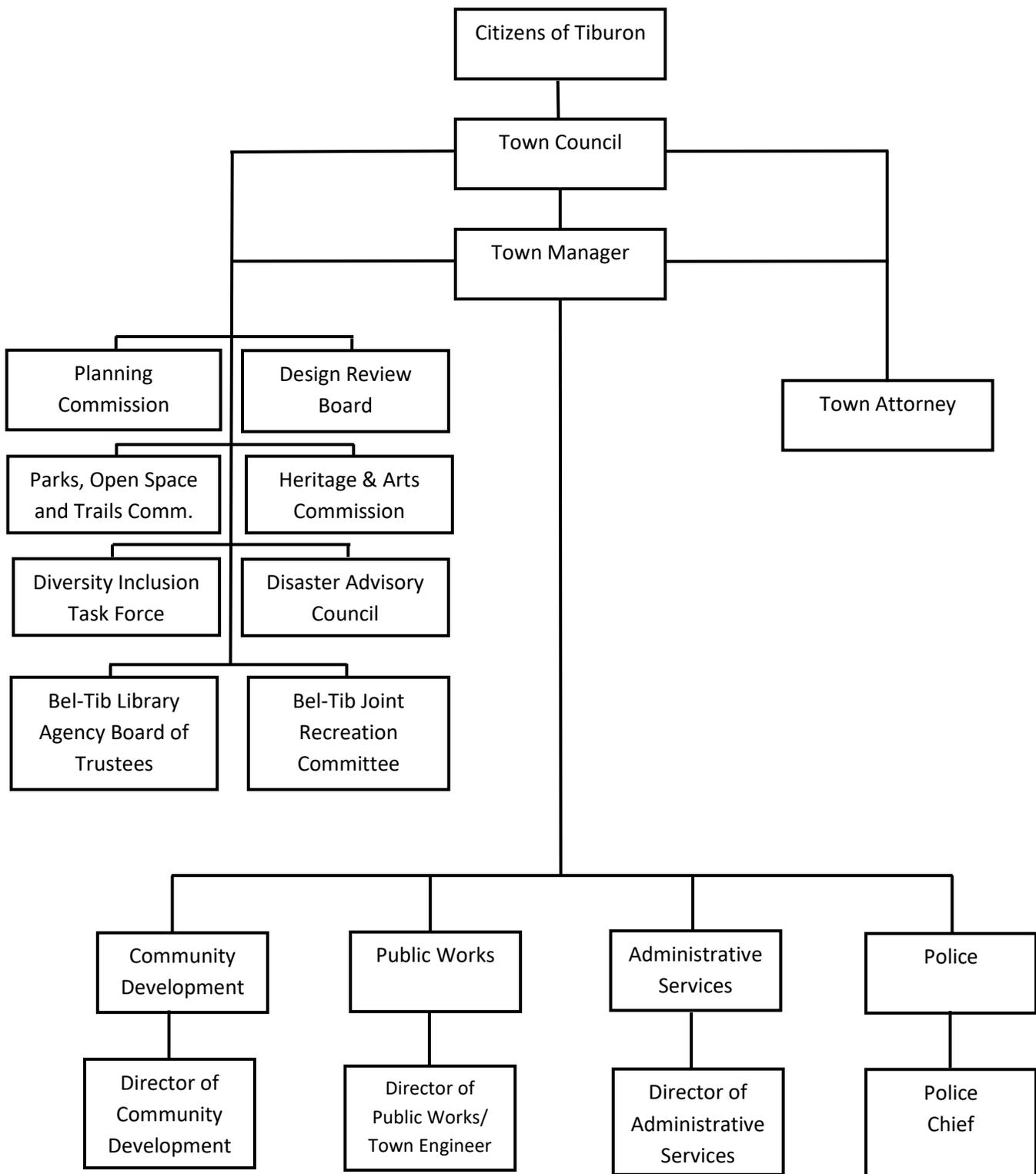
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Directory of Town Officials

TOWN MANAGER	Gregory Chanis
TOWN ATTORNEY	Benjamin Stock
CHIEF OF POLICE	Michelle Jean
DIRECTOR OF ADMINISTRATIVE SERVICES	Vacant
DIRECTOR OF COMMUNITY DEVELOPMENT	Dina Tasini
PUBLIC WORKS OPERATIONS MANAGER	Patrick Kerslake
PUBLIC WORKS ENGINEERING MANAGER	David Eshoo
TOWN CLERK	Lea Dilena
BUILDING OFFICIAL	Doug Haight

Town Council, Commission & Board Members

TOWN COUNCIL

ALICE FREDERICKS, MAYOR

HOLLI THIER, VICE MAYOR

ISAAC NIKFAR

JACK RYAN

JON WELNER

PLANNING COMMISSION

Erica Williams, Chair
Daniel Amir, Vice Chair
Kathleen Defever
Jeff Tsai
Eric Woodward

DESIGN REVIEW BOARD

Suzanne Kim, Chair
Bryan Chong, Vice Chair
Jim Malott
Jim O'Dorisio
Alex Rosner

PARKS, OPEN SPACE & TRAILS COMMISSION

Liz Judge, Chair
Chuck Hornbrook, Vice Chair
Timothy Burr
Michael Moon
Angela McInerney

HERITAGE & ARTS COMMISSION

Jaleh Etemad, Chair
Arjun Gupta, Vice Chair
Trish Ferrin
Victoria Fong
Azita Mujica
Nora Noguez
Victoria Arnett, Commissioner Emeritus
Town Historian: David M. Gotz

DIVERSITY INCLUSION TASK FORCE

Mayor Alice Fredericks
Vice Mayor Holli Thier, Chair
Councilmember Isaac Nikfar
Councilmember Jack Ryan
Councilmember Jon Welner

Tina Shah Paikeday, Vice Chair
Hawi Awash
Karen Carrera
Ruben Kalra
Nooshin Latour

BELVEDERE/TIBURON

JOINT RECREATION COMMITTEE

Victoria Gazulis, Chair (Tiburon)
Dan Fletcher, Vice Chair (Tiburon)
Sally Wilkinson (Belvedere City Council)
Isaac Nikfar (Tiburon Town Council)
Liz Webb (RUSD Representative)
Albert Yu (Tiburon)
Melissa Feder (Belvedere)
Chelsea Schlunt (Belvedere)
Julianne Schaefer (Belvedere)

BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Roxanne Richards, Chair (Belvedere)
Anthony Hooker, Vice Chair (Belvedere)
Jeff Slavitz, Treasurer (Tiburon)
Larry Drew (Tiburon)
Ken Weil (Tiburon)
Emily Poplawski (Belvedere)
Niran Amir (RUSD)

BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

Tom Cromwell, Chair (Belvedere City Council)
Holli Thier (Tiburon Town Council)
Adam Gavzer (Belvedere)
James Sherman (Unincorporated)
Jerry Butler (Belvedere)

FUND RESOURCES OVERVIEW

Overview of Total Appropriations

Statement of Fund Balances, June 30th Closing

Changes to Fund Balance

Fiscal Year 2024/25

Capital & Special Project Fund Descriptions

Overview of Total Appropriations

		Appropriation
Operating Program		
Town Administration		3,282,286
Community Development		1,775,116
Police		4,982,508
Public Works		2,838,492
Non-Departmental		3,812,485
Subtotal:		\$ 16,690,887
Capital & IT Outlay Program		
		\$ 499,900
Capital Improvement Program		
Street Improvements		1,700,000
Drainage Improvements		735,000
Community Development Improvements		1,810,000
Subtotal:		\$ 4,245,000
Debt Service Program		
2016 Consolidated Reassessment District		621,000
TPFA 2016 Refunding Revenue Bonds		624,380
Virginia Undergrounding District Series A		40,100
Virginia Undergrounding District Series B		41,863
Hawthorne Undergrounding District		352,263
Subtotal:		1,679,605
Total Appropriation		\$ 23,115,393

Changes to Fund Balance, projected June 30, 2025

FUND/RESERVE	Estimated Fund Balance 7/1/2024	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In	Transfers Out	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2025
GENERAL FUND RESERVES								
POLICY RESTRICTED								
Operating Reserve (25%)	\$ 6,156,000	13,697,111	13,677,024	-	-	797,500	(777,413)	\$ 5,378,587
Employee Compensated Leave	\$ 172,417	-	-	-	-	-	-	172,417
Employee Housing Assistance	\$ -	-	-	-	-	-	-	-
CalPERS Liability Reserve	\$ -	-	-	-	-	-	-	-
OPEB Fund (GASB 45)	\$ -	-	-	-	-	-	-	-
Self Insurance	\$ 118,159	-	25,000	-	7,500	-	(17,500)	100,659
Capital Equipment Replacement	\$ 558,348	214,180	275,000	-	-	-	(60,820)	\$ 497,528
Technology Fund	\$ 628,859	125,650	224,900	-	-	-	(99,250)	529,609
DISCRETIONARY SET-ASIDES								
PW Corp Yard Improvement	\$ 3,747,788	-	-	120,000	-	-	(120,000)	3,627,788
Dairy Knoll Maintenance	\$ 200,000	-	-	-	40,000	-	40,000	240,000
RBSD Ponds	\$ -	-	-	-	-	-	-	-
Park Development & ORT	\$ 606,670	-	40,000	245,000	-	-	(285,000)	321,670
Open Space Management	\$ 125,141	-	-	-	-	-	-	125,141
Emergency Repairs	\$ 99,560	-	-	-	-	-	-	99,560
Streets & Drainage	\$ 973,417	70,000	-	1,185,000	500,000	-	(615,000)	358,417
Infrastructure & Facility Replacement	\$ 593,426	168,000	-	650,000	250,000	-	(232,000)	361,426
Martha Property	\$ -	-	-	-	-	-	-	-
Litigation Reserve	\$ -	-	-	-	-	-	-	-
	\$ -	-	-	-	-	-	-	-
Sub-Total	6,346,002	238,000	40,000	2,200,000	790,000	-	(1,212,000)	5,134,002
Total General Fund	\$ 13,979,785	\$ 14,274,941	\$ 14,241,924	\$ 2,200,000	\$ 797,500	\$ 797,500	\$ (2,166,983)	\$ 11,812,802
RESTRICTED FUNDS								
Planning State Grant (SB-2)	\$ -	-	-	-	-	-	-	-
COPS	\$ -	-	-	-	-	-	-	-
Cypress Hollow District	\$ 26,675	16,632	37,000	-	-	-	(20,368)	6,307
Paula Little Flower	\$ 73,748	3,500	10,000	-	-	\$ -	(6,500)	67,248
County Measure A Funds (Parks)	\$ 15,340	73,467	-	75,000	-	-	(1,533)	13,807
TAM Safe Routes to School	\$ -	-	-	-	-	-	-	-
State Per Capita Grant (Parks)	\$ -	-	-	-	-	-	-	-
State Gas Tax (HUTA)	\$ 1,004,637	257,287	120,000	100,000	-	-	37,287	1,041,924
County Measure A/AA Transportation (S)	\$ 901,116	221,408	-	271,408	-	-	(50,000)	851,116
County Measure B Funds	\$ 112,882	4,500	-	-	-	-	4,500	117,382
RMRA (SB1 Funding)	\$ 280,813	225,622	-	225,622	-	-	-	280,813
Town Owned Housing Units	\$ 19,724	149,073	137,199	-	-	-	11,874	31,598
Heritage & Arts Project Fund	\$ 5,647	250	-	-	-	-	250	5,897
Low & Moderate Housing	\$ 1,201,303	\$ 12,013	\$ 11,469	-	\$ -	\$ -	\$ 543.66	\$ 1,201,846.66
Tiburon Playground Improvements	\$ 2,030	-	-	-	-	-	-	2,030
Tiburon Parks In-Lieu	\$ 43,503	435	-	-	-	-	435	43,938
Open Space Acquisition	\$ 216,367	2,164	-	-	-	-	2,164	218,531
Tiburon Planning Area Mitigation	\$ 206,727	2,067	-	-	-	-	2,067	208,794
Tiburon Street Impact	\$ 1,853,002	444,141	-	952,970	-	-	(508,829)	1,344,173
Tiburon Drainage Impact	\$ 238,100	50,000	-	-	-	-	50,000	288,100
Tiburon Circ System Improvement	\$ 146,214	1,462	-	-	-	-	1,462	147,676
Tiburon Bunch Grass Mitigation	\$ 146,447	1,464	-	-	-	-	1,464	147,911
Tiburon Long Range Planning	\$ (74,004)	60,000	-	-	25,000	-	85,000	10,996
Belvedere/Tiburon Library Agency	\$ 11,364	2,133,295	2,133,295	-	-	-	-	11,364
Total Restricted Funds	6,431,635	3,658,782	2,448,963	1,625,000	25,000	-	(390,182)	\$ 6,041,453
Total Town Funds	\$ 20,411,420	\$ 17,933,723	\$ 16,690,887	\$ 3,825,000	\$ 822,500	\$ 797,500	(2,557,165)	\$ 17,854,255

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2019/20 Actual	2020/2021 Actual	2022/2023 Actual	2023/2024 Estimated	2024/2025 Projected
GENERAL FUND					
Operating (Policy Requires 25% Reserve)	6,479,367	9,772,922	8,750,751	6,156,000	5,378,587
Employee Compensated Leave	250,000	192,072	172,417	172,417	172,417
Employee Housing Assistance	-	-	-	-	-
CalPERS Liability Reserve	-	-	-	-	-
OPEB Fund (GASB 45)	-	-	-	-	-
Self Insurance	250,004	215,183	143,159	118,159	100,659
Capital Equipment Replacement	530,083	611,867	578,013	558,348	497,528
Technology Fund	601,855	637,703	635,769	628,859	529,609
Sub-Total	\$ 8,111,309	\$ 11,429,747	\$ 10,280,109	\$ 7,633,783	\$ 6,678,800
DISCRETIONARY SET-ASIDES					
PW Corp Yard Improvement	3,497,788	3,497,788	3,497,788	3,747,788	3,627,788
Dairy Knoll Maintenance	-	-	150,000	200,000	240,000
RBSD Ponds	525,921	-	973,928	-	-
Park Development & ORT	525,921	409,247	451,670	606,670	321,670
Open Space Management	25,141	25,141	25,141	125,141	125,141
Emergency Repairs	99,560	99,560	99,560	99,560	99,560
Infrastructure & Facility Replacement	1,151,126	1,249,232	513,426	593,426	361,426
Martha Property	-	-	800,000	-	-
Litigation Reserve	-	100,000	-	-	-
Sub-total	\$ 7,185,461	\$ 6,790,433	\$ 7,789,101	\$ 6,346,002	\$ 5,134,002
Total General Fund:	\$ 15,296,770	\$ 18,220,180	\$ 18,069,210	\$ 13,979,785	\$ 11,812,802
OTHER RESTRICTED FUNDS					
Planning State Grant	-	-	-	-	-
COPS	-	-	-	-	-
Cypress Hollow District	19,038	4,818	47,043	26,675	6,307
Paula Little Flower	28,533	86,842	77,248	73,748	67,248
County Measure A Funds (Parks)	50,706	27,411	16,979	15,340	13,807
State Gas Tax	1,481,523	1,494,544	1,577,583	1,004,637	1,041,924
County Measure A Transportation (Sales)	557,242	541,505	871,116	901,116	851,116
County Measure B Funds	115,384	32,614	33,412	112,882	117,382
RMRA (SB1 Funding)	333,799	340,735	555,191	280,813	280,813
Town Owned Housing Fund	220,855	331,608	-210,73	19,724	31,598
Heritage & Arts Donation Fund	10,303	5,437	5,593	5,647	5,897
Low & Moderate Housing	1,205,125	1,182,473	1,200,948	1,201,303	1,201,847
Tiburon Playground Improvements	2,030	2,030	2,030	2,030	2,030
Tiburon Parks In-Lieu	40,562	41,342	43,086	43,503	43,938
Open Space Acquisition	206,859	209,140	214,254	216,367	218,531
Tiburon Planning Area Mitigation	197,643	199,822	204,708	206,727	208,794
Tiburon Street Impact	2,505,578	2,745,266	3,377,002	1,853,002	1,344,173
Tiburon Drainage Impact	93,788	173,801	198,100	238,100	288,100
Tiburon Circ System Improvement	139,767	141,309	144,787	146,214	147,676
Tiburon Bunch Grass Mitigation	140,013	141,555	145,017	146,447	147,911
Tiburon Long Range Planning	411,324	311,044	30,996	(74,004)	10,996
Belvedere/Tiburon Library Agency	-	-	-	11,364	11,364
Total Restricted Funds:	\$ 7,760,074	\$ 8,013,296	\$ 8,724,020	\$ 6,431,635	\$ 6,041,453
Grand Total Funds	23,056,844	26,233,476	26,793,230	20,411,420	17,854,255

Capital & Special Projects Funds Descriptions

FUND	Description
Low & Moderate Housing Fund	To account for resources received through collection of in-lieu housing fees which are restricted for expenditure on low and moderate (affordable) income housing programs.
Open Space Acquisition Fund	To account for resources received from issuance of the 1972 Open Space General Obligation Bonds. Funds are restricted for expenditures for the acquisition, maintenance or improvement of open space.
State Gas Tax Fund	To account for State revenues restricted for streets expenditures.
Street Frontage Improvement Fund	Restricted for expenditure on street frontage improvements such as sidewalks and curbs.
Tiburon Long Range Planning Fund	To account for resources received through the issuance of building permits and the subsequent collection of a special planning fee, which is used for expenditures related to maintenance of the Town's General Plan.
Tiburon Parks In-Lieu Fund	To account for resources received through collection of in-lieu parks fees which are restricted for expenditure on the acquisition, improvement or maintenance of park and recreational facilities.
Tiburon Planning Area Mitigation Fund	To account for resources received through collection of mitigation fees which are for circulation improvements located outside the Town's corporate limits, but within the Tiburon Planning Area. This fund was previously named the Tiburon Boulevard 101 Wye
Tiburon Playground Improvement Fund	To account for resources received from the community for improvement of playground facilities in Tiburon. Established July 1995 through transfer of resources from the General Fund Park Development Reserve.
Tiburon Drainage Impact fund	To account for resources received through the issuance of building permits and the subsequent collection of impact fees which are used for expenditures related to improvement or maintenance of the Town's drainage system.
Town Owned Housing Fund	To account for resources received through the rental of Town owned Pt. Tiburon Marsh units.
County Measure A Transportation Sales Tax	To account for resources received through the County of Marin from a 1/2 cent sales tax measure passed in 2004 to improve transportation in Marin County. The Transportation Authority of Marin oversees the administration of funding.
County Measure B VLF Fund	To account for resources received through the County of Marin from a \$10 vehicle license registration fee charge for transportation improvements. This fee was approved by voters in November 2010 and is overseen by the Transportation Agency of Marin.
County of Marin Measure A Open Space Sales Tax	To account for resources received through the County of Marin from a 1/4 cent sales tax measure approved by voters in November 2011. Funds are to be used for existing parks and open spaces.

OPERATING BUDGET OVERVIEW



**Overview of Revenues & Expenditures
Fiscal Year 2024/25**

Overview of Operating Budget Revenues & Expenditures

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
GENERAL FUND REVENUES		TOWN ADMINISTRATIVE SERVICES	
Property Taxes	7,822,018	Town Administration	2,158,701
Other Taxes	2,055,000	Legal Services	551,735
Licenses & Permits	1,304,250	Legislative	181,250
Intergovernment & Agency	303,443	Town Hall Facility	390,600
Franchises	960,000		
Charges for Service	648,150	NON DEPARTMENTAL	3,812,485
Investment Earnings	475,000	COMMUNITY DEVELOPMENT	
Fines & Forfeitures	88,250	Planning & Design Review	1,040,893
Other Revenues	41,000	Building Inspection	734,223
		Advance Planning	-
Subtotal	\$ 13,697,111	POLICE	
		Police Services	4,886,668
OTHER SOURCES		Police/EOC Facility	95,840
Other Fund Sources	\$ 3,013,863	PUBLIC WORKS	
		Administration & Engineering	470,009
		Parks Maintenance	1,141,882
		Street & Signal Light System	83,000
		Corporation Yard	141,600
		Cypress Hollow	37,000
TOTAL REVENUE & SOURCES	<u>\$ 16,710,974</u>	TOTAL EXPENDITURES:	<u>\$ 16,690,887</u>
NET OPERATING SURPLUS (DEFICIENCY)	<u><u>\$20,087</u></u>		

OPERATING REVENUES & SOURCES OF FUNDS

Overview of Operating Revenue Plan

Summary of Operating Revenues

Operating Budget Revenues

General Fund

Self Insurance Reserve

Employee Compensated Leave Reserve

Capital Equipment Replacement Reserve

Technology Fund Reserve

Park Development & ORT Reserve

Cypress Hollow Fund

Measure "A" Parks

State Gas Tax

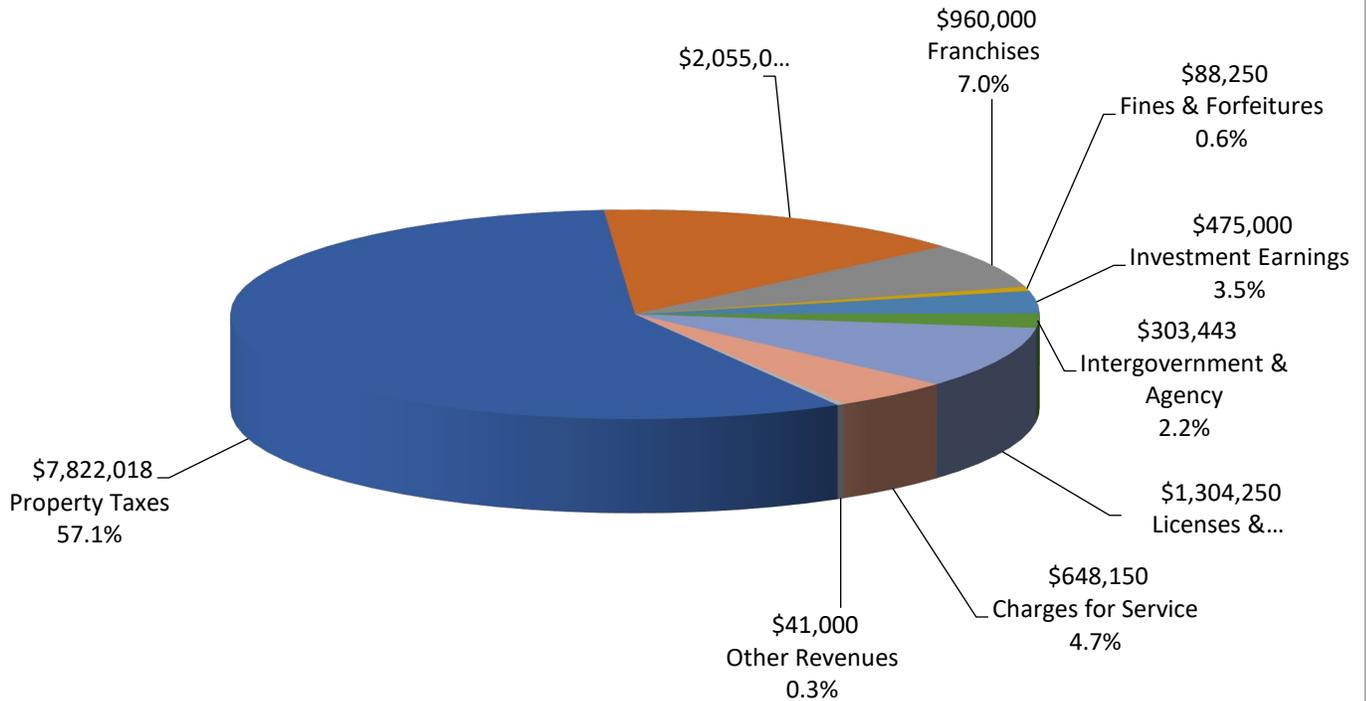
Low/Moderate Income Housing Fund

Peninsula Library JPA Fund

Long Range Planning Fund

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues
& Sources of Funds for 2024/25
\$13,697,111**



Property Taxes	\$	7,822,018
Other Taxes	\$	2,055,000
Franchises	\$	960,000
Fines & Forfeitures	\$	88,250
Investment Earnings	\$	475,000
Intergovernment & Agency	\$	303,443
Licenses & Permits	\$	1,304,250
Charges for Service	\$	648,150
Other Revenues	\$	41,000
	\$	13,697,111

OPERATING REVENUES

Operating Budget Revenues - Summary

Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
<i>GENERAL FUND</i>				
Property Taxes	7,063,916	7,311,360	7,602,768	7,822,018
Other Taxes	1,870,909	2,004,832	2,000,000	2,055,000
Franchises	799,870	808,558	882,500	960,000
Fines & Forfeitures	95,987	221,219	88,250	88,250
Investment Earnings	41,749	457,949	300,000	475,000
Intergovernment & Agency	366,163	320,994	303,443	303,443
Licenses & Permits	1,451,818	1,164,246	1,234,250	1,304,250
Charges for Service	744,475	699,310	553,400	648,150
Other Revenues	321,214	78,719	66,000	41,000
<i>Subtotal General Fund:</i>	\$ 12,756,102	\$ 13,067,187	\$ 13,030,612	\$ 13,697,111
<i>OTHER FUND & RESERVE SOURCES</i>				
Self Insurance Reserve	21,346	15,348	25,000	25,000
Capital Equipment Replacement	27,257	220,000	460,000	275,000
Technology Fund	157,527	294,825	239,325	224,900
Park Development & ORT	25,055	3,700	-	40,000
Cypress Hollow Fund	21,606	37,000	37,000	37,000
Paula Little Flower	4,732	12,399	10,000	10,000
Measure "A" Parks	68,344	118,122	-	-
State Gas Tax	7,392	25,062	120,000	120,000
Town Owned Housing Units	96,108	63,246	111,799	137,199
Low/Moderate Income Housing Fund	23,548	11,249	11,244	11,469
Street Impact Fund	52,837	-	-	-
Long Range Planning Fund	218,546	355,000	355,000	-
Peninsula Library JPA Fund	2,004,791	2,198,764	2,003,094	2,133,295
Infrastructure & Facility Replacement	-	150,000	-	-
<i>Subtotal Other Sources</i>	\$ 2,729,089	\$ 3,504,715	\$ 3,372,462	\$ 3,013,863
Totals:	\$ 15,463,845	\$ 16,571,902	\$ 16,403,074	\$ 16,710,974

OPERATING REVENUES

Operating Budget Revenues - Detail

Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
PROPERTY TAXES				
Secured	4,635,054	4,911,423	5,150,000	5,410,000
Unsecured	88,728	93,341	92,500	102,000
Supplemental	157,511	178,111	125,000	125,000
Other	52,670	60,004	40,000	40,000
HOPTR State	18,732	18,484	18,250	18,000
ERAF Rebate	1,043,413	919,284	1,000,000	950,000
County Fees (Contra Revenue)	(60,720)	(63,319)	(68,250)	(68,250)
Total:	7,063,916	7,311,360	7,602,768	7,822,018
OTHER TAXES				
Sales Tax	643,368	956,399	850,000	885,000
Sales Tax-Public Safety	105,989	101,699	100,000	105,000
Transient Occupancy Tax	790,709	742,910	800,000	825,000
TOT Seasonal Rentals		-		
Real Property Transfer	330,843	203,824	250,000	240,000
Total:	1,870,909	2,004,832	2,000,000	2,055,000
FRANCHISES				
Energy-PG&E	137,319	153,686	150,000	170,000
Refuse-Mill Valley Refuse	460,676	468,209	525,000	575,000
Debris Boxes - Grange	6,139	-	7,500	15,000
Telecommunications	195,736	186,663	200,000	200,000
Total:	799,870	808,558	882,500	960,000
FINES & FORFEITURES				
Vehicle Code	3,438	6,022	5,000	5,000
Parking Code	58,804	44,200	50,000	50,000
False Alarm Fines	3,870	3,090	3,250	3,250
Permit Reactivate Fines	10,800	1,125	5,000	5,000
Other Fines	19,075	166,782	25,000	25,000
Total:	95,987	221,219	88,250	88,250
INVESTMENT EARNINGS				
Interest-LAIF	41,749	457,949	300,000	475,000
Interest - Other				
Total:	41,749	457,949	300,000	475,000
INTERGOVERNMENT & AGENCY				
State Motor Vehicle License Fees	10,924	9,355	6,750	6,750
State POST	3,835	1,570	6,000	6,000
State Abandoned Vehicle	4,493	4,690	4,800	4,800
Tiburon Fire District	25,932	-	-	-
TPSL McKegney Fees	40,933	33,700	42,000	42,000
State Grants	25,930	20,000	15,000	15,000
County Grants	20,155	31,337	15,660	15,660
Other Grants/Gifts (Risk Management)	1,000	8,577	-	-
Total:	366,163	320,994	303,443	303,443
LICENSES & PERMITS				
Business License-Regular	217,095	205,888	210,000	210,000
Business License-Construction	114,400	100,606	90,000	100,000
Dog Walker Permits	450	650	500	500
Solar Panel Permits	60	-	-	-
Film Permits	1,000	900	750	750
Building Permits	841,814	670,927	725,000	800,000
CEQA EIR Initial Study	655	250	-	-
Design Review	80,060	60,285	65,000	50,000

OPERATING REVENUES

Operating Budget Revenues - Detail

Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Home Occupation Permit	5,900	4,550	5,000	5,000
Lot Line Adjustment	1,670	720	-	-
Master & Precise Plan	730	1,300	-	-
Subdivision Permit				
Tree Permit	7,355	6,920	5,000	5,000
Use Permit	19,215	20,535	8,000	8,000
Variance Amendment	16,010	11,290	7,500	7,500
Zoning (Pre, Re)		3,260		
Other Planning Permits	2,110	-	500	500
Alarm System Permit	13,228	14,740	14,000	14,000
Drainage Review Fee				
Misc. Engineering Fees		-	-	-
Parking Permit (Residential)	1,922	2,298	2,000	2,000
Total:	1,451,818	1,164,246	1,234,250	1,304,250
CHARGES FOR SERVICE				
Refuse Franchise Admin. Fee	6,500	6,000	6,000	6,000
Miscellaneous-Administration Charges	2,989	2,969	2,500	2,500
Appeal	1,400	1,400	900	900
Plan Checking	516,968	511,868	425,000	500,000
Plan Checking-Outside	14,255	1,760	-	-
Records & Document Storage	59,255	46,933	45,000	50,000
Street Name/Address Change	1,700	3,660	1,000	1,000
Cost Recovery-Community Dev.		-	-	-
Miscellaneous-Planning Charges		-		
Cost Recovery-Police	37,867	20,000	20,000	20,000
Police Overtime Reimbursement	3,072	3,500	3,500	3,500
Cost Recovery-Public Works	50,776	9,681	14,000	31,250
Total:	744,475	699,310	553,400	648,150
OTHER REVENUES				
Refunds & Reimbursements	200,203	1,695	1,000	1,000
Other Revenues	11,538	6,661	5,000	5,000
Administrative Fees-Assessment Dist	21,060	-	25,000	25,000
Rent-Antenna Site & Utility	84,773	53,868	-	-
Rent-Other (Town Hall Facility)		-		-
Sale-Property Equipment		16,495	35,000	10,000
Total General Fund:	12,756,101	13,067,187	13,030,611	13,697,111
OTHER SOURCES OF FUNDS				
Restricted Fund Contributions/Transfers				
Self Insurance Reserve	21,346	15,348	25,000	25,000
Capital Equipment Replacement	27,257	220,000	460,000	275,000
Technology Fund	157,527	294,825	239,325	224,900
Park Development & ORT	25,055	3,700		40,000
Cypress Hollow Fund	21,606	37,000	37,000	37,000
Paula Little Flower	4,732	12,399	10,000	10,000
Measure "A" Parks	68,344	118,122	-	-
State Gas Tax	7,392	25,062	120,000	120,000
Town Owned Housing Units	96,108	63,246	111,799	137,199
Low/Moderate Income Housing Fund	23,548	11,249	11,244	11,469
Street Impact Fund	52,837	-	-	-
Long Range Planning Fund	218,546	355,000	355,000	-
Peninsula Library JPA Fund	2,004,791	2,198,764	2,003,094	2,133,295

OPERATING REVENUES

Operating Budget Revenues - Detail

Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Total:	2,729,089	3,504,715	3,372,462	3,013,863
Total Revenues (All Funds):	15,485,190	16,571,902	16,403,073	16,710,974

OVERVIEW OF OPERATING EXPENDITURES

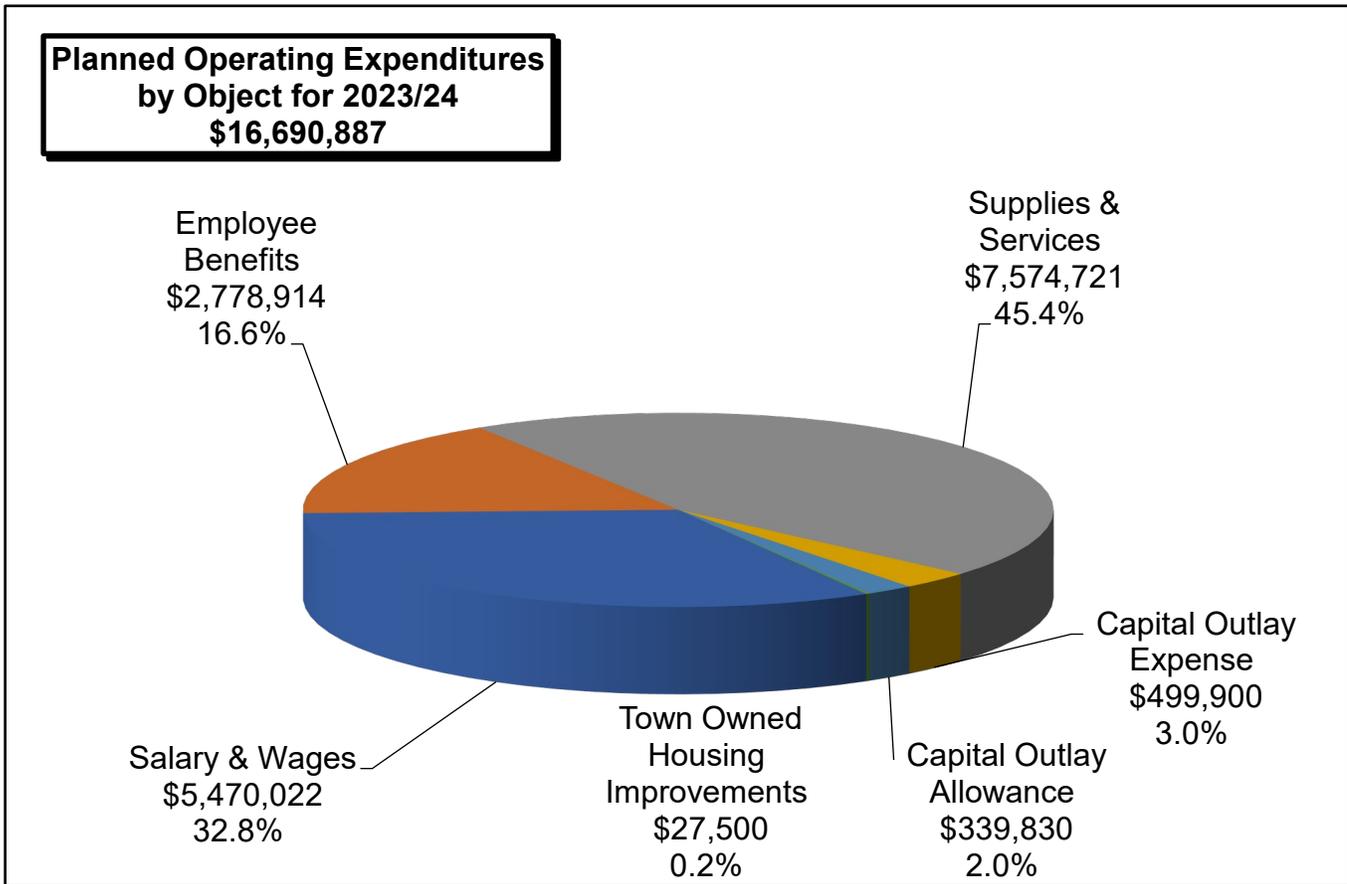


Expenditures by Object

Fund Sources for Expenditures

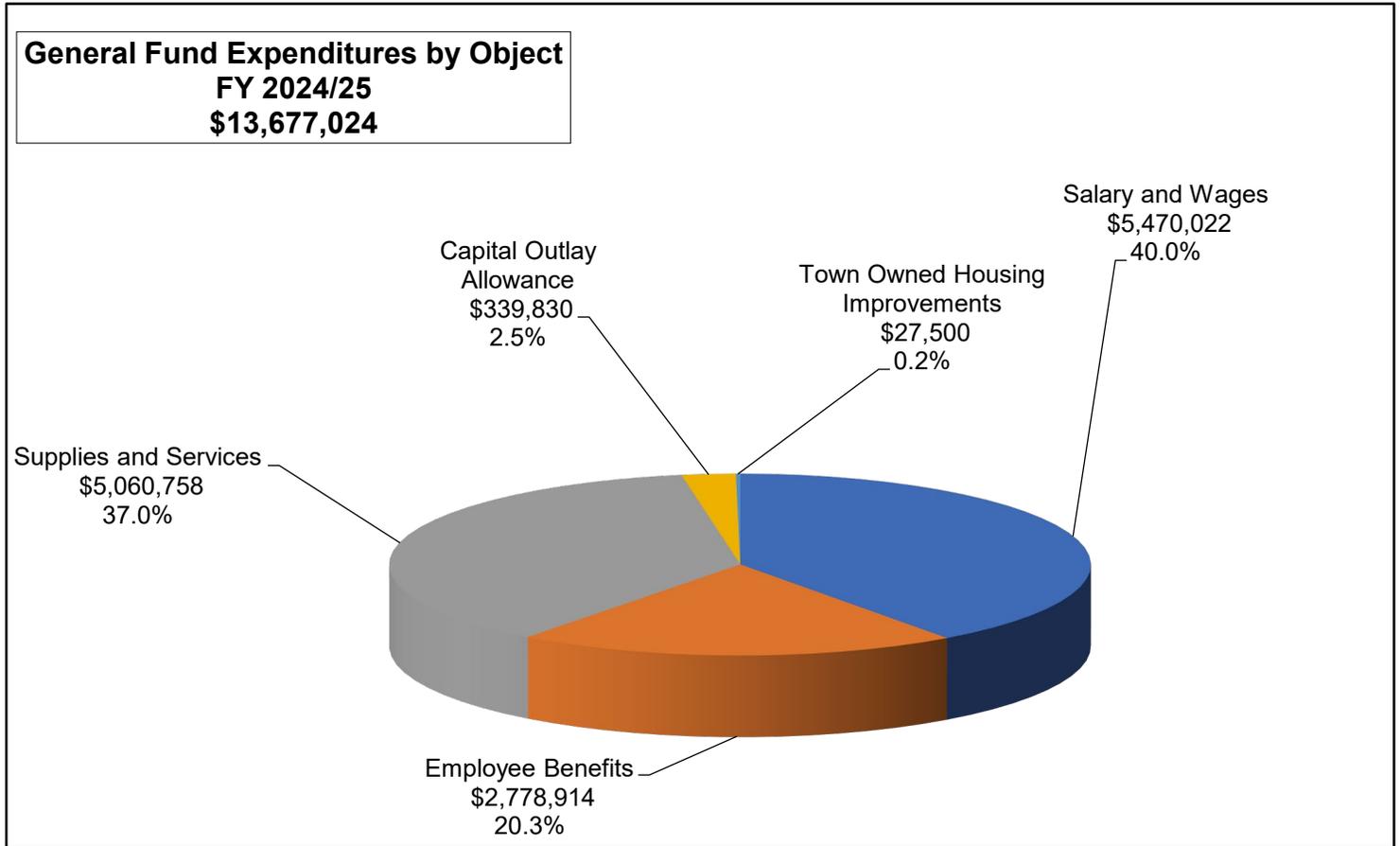
Expenditures by Department

Overview of Operating Expenditures by Object



Salary & Wages	\$	5,470,022
Employee Benefits	\$	2,778,914
Supplies & Services	\$	7,574,721
Capital Outlay Expense	\$	499,900
Capital Outlay Allowance	\$	339,830
Town Owned Housing Improvements	\$	27,500
Total Operating Expenditures	\$	<u>16,690,887</u>

General Fund Operating Expenditures



Salary and Wages	\$	5,470,022
Employee Benefits	\$	2,778,914
Supplies and Services	\$	5,060,758
Capital Outlay Allowance	\$	339,830
Town Owned Housing Improvements	\$	27,500
Total General Fund Operating Expenditures	\$	<u>13,677,024</u>

Summary of Department Expenditures

Department/Division	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2023/24 Estimated	2024/25 Proposed
ALL DEPARTMENTS/DIVISIONS					
TOWN ADMINISTRATIVE SERVICES					
Administration	1,258,700	1,564,595	1,843,427	1,600,013	2,158,701
Legal Services	500,724	499,322	491,650	464,726	551,735
Legislative	43,197	84,545	157,750	89,691	181,250
Town Hall Facility	199,376	262,755	298,000	328,000	390,600
Subtotal:	\$ 2,001,998	\$ 2,411,217	\$ 2,790,827	\$ 2,482,430	\$ 3,282,286
NON-DEPARTMENTAL					
Insurances and Governmental Agreements	1,164,416	1,710,598	1,484,272	1,465,219	1,505,522
Self Insurance	21,346	15,348	25,000	45,292	25,000
Housing	23,548	11,249	11,244	11,474	11,469
Town Owned Housing	96,108	63,246	111,799	117,330	137,199
Infrastructure & Facility Replacement	-	150,000	-	-	-
Belvedere-Tiburon Library Agency	2,004,791	2,198,764	2,003,094	1,880,840	2,133,295
Subtotal:	\$ 3,310,209	\$ 4,149,205	\$ 3,635,409	\$ 3,520,154	\$ 3,812,485
COMMUNITY DEVELOPMENT					
Planning & Design Review	609,413	695,362	1,004,838	734,148	1,040,893
Building Inspection	620,623	664,306	684,790	645,766	734,223
Advance Planning	218,546	355,000	355,000	-	-
Subtotal:	\$ 1,448,581	\$ 1,714,668	\$ 2,044,628	\$ 1,379,913	\$ 1,775,116
POLICE SERVICES					
Police Department	3,387,725	4,456,086	4,973,976	4,248,038	4,886,668
Police EOC/Facility	67,371	93,019	102,800	102,800	95,840
Subtotal:	\$ 3,455,096	\$ 4,549,105	\$ 5,076,776	\$ 4,350,838	\$ 4,982,508
PUBLIC WORKS & ENGINEERING					
Administration & Engineering	607,849	614,007	489,445	359,702	470,009
Streets Maintenance	782,079	708,538	1,053,989	995,092	965,001
Parks Maintenance	696,946	990,801	1,087,638	919,838	1,141,882
Street & Signal Light System	55,557	81,937	68,000	68,153	83,000
Corporation Yard	133,656	170,538	141,600	148,629	141,600
Cypress Hollow	21,606	37,000	37,000	37,000	37,000
Subtotal:	\$ 2,297,693	\$ 2,602,821	\$ 2,877,671	\$ 2,528,414	\$ 2,838,492
TOTAL:	\$ 12,513,576	\$ 15,427,016	\$ 16,425,313	\$ 14,261,750	\$ 16,690,887

Summary of Funding Sources
for Department Expenditures

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2023/24 Estimated	2024/25 Proposed
ALL FUNDS					
General Fund	\$ 9,715,223	\$ 12,063,251	\$ 13,012,850	\$ 11,584,921	\$ 13,677,024
Employee Compensated Leave Reserve	69,264	15,406	-	23,586	-
Self Insurance Reserve	21,346	15,348	25,000	45,292	25,000
Capital Equipment Replacement	27,257	154,673	460,000	248,414	275,000
Technology Fund	157,527	203,796	239,325	195,043	224,900
Park Development & ORT	25,055	3,700	40,000	40,000	40,000
Infrastructure & Facility Replacement	-	150,000	-	-	-
Cypress Hollow Fund	21,606	37,000	37,000	37,000	37,000
Paula Little Flower Fund	4,732	12,399	10,000	9,369	10,000
Measure "A" Parks	68,344	118,122	-	-	-
State Gas Tax Fund	7,392	25,062	120,000	68,480	120,000
Town Owned Housing	96,108	63,246	111,799	117,330	137,199
Low & Moderate Income Housing	23,548	11,249	11,244	11,474	11,469
Street Impact Fund	52,837	-	-	-	-
Belvedere-Tiburon Library Agency	2,004,791	2,198,764	2,003,094	1,880,840	2,133,295
Total:	\$ 12,513,576	\$ 15,427,016	\$ 16,425,313	\$ 14,261,750	\$ 16,690,887

Summary of Expenditures by Object

Expenditure Object	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2023/24 Estimated	2024/25 Proposed
SALARY & WAGES	\$ 4,319,908	\$ 4,952,333	\$ 5,368,233	\$ 4,842,900	\$ 5,470,022
EMPLOYEE BENEFITS	\$ 1,943,783	\$ 2,411,582	\$ 2,669,463	\$ 2,412,154	\$ 2,778,914
SUPPLIES & SERVICES					
Department Supplies & Expenses	171,258	173,250	255,799	208,678	260,049
Conferences & Memberships	33,129	44,039	130,105	52,999	165,105
Contractual Services	865,264	1,206,472	1,196,465	1,038,505	1,613,452
Insurances	367,163	490,591	585,943	604,126	675,443
Intergovernmental & Agency	2,896,315	3,684,706	3,071,279	2,896,768	3,156,572
Utility & Communication	366,964	314,097	364,450	311,143	367,450
Special Department Administrative	264,998	420,211	570,500	50,941	279,000
Total Supplies & Services	\$ 5,873,460	\$ 7,416,540	\$ 7,236,241	\$ 6,238,914	\$ 7,574,721
CAPITAL OUTLAY EXPENSE	\$ 164,540	\$ 361,936	\$ 754,325	\$ 453,457	\$ 499,900
CAPITAL OUTLAY ALLOWANCE	\$ 198,500	\$ 284,625	\$ 314,550	\$ 286,825	\$ 339,830
CAPITAL PROJECT EXPENSES	\$ 13,385	\$ -	\$ 27,500	\$ 27,500	\$ 27,500
TOTAL EXPENDITURES:	\$ 12,513,576	\$ 15,427,016	\$ 16,370,313	\$ 14,261,750	\$ 16,690,887

TOWN ADMINISTRATION

Administrative Services

Legal Services

Legislative Support

Town Hall Facility

Town Administration is comprised of a series of support-related activities and functions. The activities are performed by the Town Manager, Town Attorney, and various administrative staff members. Staffing numbers in the department remain unchanged and consist of 7.0 full-time equivalent employees in FY 24-25. The total proposed appropriation for Town Administration is \$3,317,286.

Administrative Services

The Administrative Services division is responsible for management oversight of all departments; financial management of Town resources; debt and special assessment management; payroll, personnel and benefit administration; risk management; records management; elections; participation and oversight of inter-governmental relations that affect the Town; and coordination and direction of Town activities and service delivery systems to ensure that services are provided efficiently.

Legal Services

The Town Attorney, which is a contracted position, provides legal counsel and advice to Town Council and Town Staff; coordinates all legal representation of the Town should outside counsel be required; and prepares or reviews ordinances, contracts and agreements.

Legislative Support

This division provides funding for legislative activities and bodies including the Town Council, Diversity Inclusion Task Force, Planning Commission, Design Review Board, Heritage & Arts Commission and the Parks, Open Space, and Trails Commission.

Town Hall Facility

This division consolidates all non-specific operational funding for the Town Hall. Expenses for building utilities and maintenance, insurance costs, and operating supplies are reflected here.

Town Administration

DEPARTMENT SUMMARY

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
DEPARTMENT FUNDING				
General Fund	1,918,884	2,298,205	2,695,627	3,164,686
Employee Compensated Leave Reserve	7,899	3,963	-	-
Legal Services Reserve	-	-	-	-
Capital Equipment Replacement	2,476	20,000	20,000	40,000
Technology Fund	71,341	89,050	75,200	77,600
State Gas Tax	1,398	-	-	-
Total Department Funding	\$ 2,001,998	\$ 2,411,217	\$ 2,790,827	\$ 3,282,286
DIVISION FUNDING				
<u>Administration</u>				
General Fund	1,178,063	1,471,583	1,768,227	2,081,101
Employee Compensated Leave	7,899	3,963	-	-
Technology Fund	71,341	89,050	75,200	77,600
State Gas Tax	1,398	-	-	-
Total Administration	\$ 1,258,700	\$ 1,564,595	\$ 1,843,427	\$ 2,158,701
<u>Legal Services</u>				
General Fund	500,724	499,322	491,650	551,735
Total Legal Services	\$ 500,724	\$ 499,322	\$ 491,650	\$ 551,735
<u>Town Hall Facility</u>				
General Fund	196,901	242,755	278,000	350,600
Capital Equipment Replacement	2,476	20,000	20,000	40,000
Total Town Hall	\$ 199,376	\$ 262,755	\$ 298,000	\$ 390,600
<u>Legislative</u>				
General Fund	43,197	84,545	157,750	181,250
Total Legislative	\$ 43,197	\$ 84,545	\$ 157,750	\$ 181,250
Total Division Funding	\$ 2,001,998	\$ 2,411,217	\$ 2,790,827	\$ 3,282,286

Town Administration				
ALL DIVISIONS				
OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 750,805	\$ 824,531	\$ 975,435	\$ 993,929
EMPLOYEE BENEFITS	\$ 267,141	\$ 312,732	\$ 336,742	\$ 454,147
SUPPLIES & SERVICES				
Department Supplies & Expenses	63,608	83,233	168,000	172,250
Conferences & Memberships	12,586	13,861	55,750	56,750
Contractual Services	623,382	769,578	796,500	1,032,500
Utility & Communication	70,892	80,931	62,250	72,250
Special Department Administrative	17,971	44,764	93,000	144,000
Total Supplies & Services	\$ 872,235	\$ 1,109,904	\$ 1,321,000	\$ 1,643,250
CAPITAL OUTLAY EXPENSE	73,817	109,050	95,200	117,600
CAPITAL OUTLAY ALLOWANCE	38,000	55,000	62,450	73,360
CAPITAL PROJECT EXPENSES	-	-	-	-
DEBT SERVICE EXPENSES	-	-	-	-
SOURCE OF FUNDING				
General Fund	1,918,884	2,302,167	2,695,627	3,164,686
Employee Compensation Leave	7,899	3,963	-	-
Legal Services Reserve	-	-	-	-
Capital Equipment Replacement	2,476	20,000	20,000	40,000
Technology Fund	71,341	89,050	75,200	77,600
State Gas Tax	1,398	-	-	-
TOTAL FUNDING	\$ 2,001,998	\$ 2,415,180	\$ 2,790,827	\$ 3,282,286
STAFFING LEVEL				
Town Manager	1.00	1.00	1.00	1.00
Town Attorney	-	-	-	-
Director of Administrative Services	1.00	1.00	1.00	1.00
Accounting & Finance Manager	1.00	1.00	1.00	1.00
Information Technology Coordinator	1.00	1.00	-	-
Town Clerk	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	-
Administrative Assistant	-	-	-	1.00
Accountant	-	-	-	1.00
HR & Accounting Technician	0.70	0.70	0.70	1.00
TOTAL STAFFING	6.70	6.70	5.70	7.00

Town Administration

ADMINISTRATIVE SERVICES

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 750,805	\$ 824,531	\$ 975,435	\$ 993,929
EMPLOYEE BENEFITS	\$ 267,141	\$ 312,732	\$ 336,742	\$ 454,147
SUPPLIES & SERVICES				
Department Supplies & Expenses	\$ 6,407	\$ 9,857	\$ 9,000	\$ 11,750
Conferences & Memberships	\$ 6,725	\$ 6,739	\$ 38,500	\$ 38,500
Contractual Services	\$ 124,955	\$ 267,749	\$ 303,000	\$ 445,000
Special Department Administrative	\$ 3,139	\$ 13,438	\$ 61,000	\$ 91,000
Total Supplies & Services	\$ 143,413	\$ 297,782	\$ 411,500	\$ 586,250
CAPITAL OUTLAY EXPENSE	\$ 71,341	\$ 89,050	\$ 75,200	\$ 77,600
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 40,500	\$ 44,550	\$ 46,775
TOTAL EXPENDITURES	\$ 1,258,700	\$ 1,564,595	\$ 1,843,427	\$ 2,158,701
Positions				
TOTAL STAFFING	6.70	6.70	6.25	7.00

Town Administration

ADMINISTRATIVE SERVICES

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Town Manager	225,720	248,838	247,093	260,765
Dir. of Admin. Services	137,667	162,392	191,647	195,000
Town Clerk	104,575	121,649	124,559	133,346
IT Coordinator	75,442	-	-	-
Administrative Analyst	-	-	130,000	90,000
Administrative Assistant	69,917	79,529	79,920	82,318
Accounting/Finance Manager	122,774	127,423	118,730	125,000
Finance/HR Assistant	1,950	80,737	67,486	90,000
Desktop/Tech Support				
Special Compensation				
Retention Bonus				
Vacation Leave Compensation	7,899	3,963	-	-
Casual/Temporary Hire (PST)	4,860	-	15,000	15,000
Subtotal:	\$ 750,805	\$ 824,531	\$ 975,435	\$ 993,929
EMPLOYEE BENEFITS				
Medical & Insurance	90,933	95,430	118,232	176,633
Employee Accruing Fringe	23,317	24,245	20,571	33,601
PERS-Employee (7%)				
PERS-Town Normal Cost & Survivor Ben.	51,427	56,869	67,688	68,895
PERS AAUL Payment	67,477	91,886	83,789	137,333
PST-Part-time 3.75%	126	823	2,497	2,497
OPEB - GASB 45/75 Allowance (1%)		8,203	9,594	-
FICA-Medicare Tax	11,311	12,440	11,871	12,688
Automobile Allowance	8,600	7,650	7,500	7,500
Auto (Fast Track)				
Housing Allowance	12,000	12,462	12,000	12,000
Medical Allowance				
Relocation Expenses				
Incentive Bonus Pay				-
Tuition Reimbursement				
Cell Phone Allowance	1,950	2,725	3,000	3,000
Subtotal:	\$ 267,141	\$ 312,732	\$ 336,742	\$ 454,147
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Bank Charges & Fees	3,663	1,556	1,750	1,750
Noticing & Publication	2,164	5,438	3,500	3,500
Recruiting & Background	-	150	2,500	4,000
Publications & Subscriptions	580	2,714	1,250	2,500
Subtotal:	\$ 6,407	\$ 9,857	\$ 9,000	\$ 11,750
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	2,877	2,878	7,500	7,500
Employee Development	-	286	25,000	25,000
Memberships	3,847	3,574	6,000	6,000

Town Administration				
ADMINISTRATIVE SERVICES				
Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Subtotal:	\$ 6,725	\$ 6,739	\$ 38,500	\$ 38,500
CONTRACTUAL SERVICES				
Contractual Services	5,558	7,546	25,000	175,000
Minutes Services (Temporary Hire)	-	-	5,000	-
Financial Services Audit	33,000	16,400	55,000	65,000
Financial Services Audit - State Gas Tax	1,398		-	-
Professional Consultants	32,675	116,832	33,000	30,000
Professional Consultants (Comm/Website)	-	779	45,000	25,000
Systems/Technical Support	5,430	7,189	5,000	-
IT Consulting Services	46,894	119,003	135,000	150,000
Subtotal:	\$ 124,955	\$ 267,749	\$ 303,000	\$ 445,000
EQ SUPPLIES & MAINTENANCE				
System License & Maint	2,188	-		
Subtotal:	\$ 2,188	\$ -	\$ -	\$ -
SPECIAL DEPT. ADMINISTRATIVE				
Election	204	6,598	45,000	35,000
Municipal Code Section Maintenance	2,130	3,336	4,000	4,000
Newsletter Production & Mailing	-	-	1,000	1,000
Records Management	805	1,003	1,000	1,000
Contingency Provision	-	2,500	10,000	50,000
Subtotal:	\$ 3,139	\$ 13,438	\$ 61,000	\$ 91,000
Total Supplies & Services:	\$ 143,413	\$ 297,782	\$ 411,500	\$ 586,250
CAPITAL OUTLAY EXPENSES				
CAPITAL TECHNOLOGY OUTLAY				
Replacement Computers & Monitors (4)	1,444	6,150	5,000	6,000
Misc. Computer Parts	58	978	2,600	2,500
Contractual Services	6,554			
Software & Licenses	36,699	25,805	35,000	35,000
Copier Maintenance	-	13,335	4,000	4,000
LaserFische Ann. Maint.	2,700	4,583	5,100	5,100
Financial Software Purchase	23,886	9,000	-	-
Office 365 License	-	5,329		
Incode 10 Annual Maintenance	-	23,870	23,500	25,000
Subtotal:	\$ 71,341	\$ 89,050	\$ 75,200	\$ 77,600
Total Capital Outlay Expenses	\$ 71,341	\$ 89,050	\$ 75,200	\$ 77,600
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	-	5,500	6,050	6,350
Technology Allowance	26,000	35,000	38,500	40,425
Subtotal:	\$ 26,000	\$ 40,500	\$ 44,550	\$ 46,775
TOTAL DEPARTMENT	\$ 1,258,700	\$ 1,564,595	\$ 1,843,427	\$ 2,158,701

Town Administration

LEGAL SERVICES

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SUPPLIES & SERVICES				
Contractual Services	497,669	497,822	490,000	550,000
Special Department Administrative	2,055	-	-	-
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,500	\$ 1,650	\$ 1,735
TOTAL EXPENDITURES	\$ 500,724	\$ 499,322	\$ 491,650	\$ 551,735
STAFFING LEVEL				
TOTAL STAFFING	Contract	Contract	Contract	Contract

Town Administration**LEGAL SERVICES**

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
CONTRACTUAL SERVICES				
Contract - Town Attorney	352,715	355,397	450,000	475,000
Legal Services - Other	106,379	21,074	-	-
Legal Services - Employment	36,952	39,683	30,000	50,000
Litigation - Contingency	-	-	-	-
Legal Settlements	1,624	81,668	10,000	25,000
Subtotal:	\$ 497,669	\$ 497,822	\$ 490,000	\$ 550,000
CAPITAL OUTLAY ALLOWANCE				
Technology Allowance	1,000	1,500	1,650	1,735
Subtotal:	\$ 1,000	\$ 1,500	\$ 1,650	\$ 1,735
TOTAL DEPARTMENT	\$ 500,724	\$ 499,322	\$ 491,650	\$ 551,735

Town Administration

LEGISLATIVE SUPPORT

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES				
EMPLOYEE BENEFITS				
SUPPLIES & SERVICES				
Department Supplies & Expenses	29,769	47,888	108,500	110,000
Conferences & Memberships	5,861	7,122	17,250	18,250
Equipment Supplies & Maintenance	-	-	-	-
Special Department Administrative	6,567	29,535	32,000	53,000
Total Supplies & Services	\$ 42,197	\$ 84,545	\$ 157,750	\$ 181,250
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 43,197	\$ 84,545	\$ 157,750	\$ 181,250
STAFFING LEVEL				
Positions				
TOTAL STAFFING				

Town Administration

LEGISLATIVE SUPPORT

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Special Events, Awards, Functions	-	1,188	35,000	35,000
Community Events (Farmers Market)		-	-	-
Holiday Festival & Lights	29,574	34,461	37,500	40,000
CMCM (Meeting A/V)		11,842	35,000	35,000
Council/Commission Functions	195	-	1,000	-
Department Expenses	-	397	-	-
Subtotal:	\$ 29,769	\$ 47,888	\$ 108,500	\$ 110,000
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	-	390	3,500	3,500
MCCMC Functions	750	110	4,000	5,000
Membership - MCCMC		1,200	1,750	1,750
Membership - League of CA Cities	5,111	5,422	8,000	8,000
Subtotal:	\$ 5,861	\$ 7,122	\$ 17,250	\$ 18,250
EQUIPMENT, SUPPLIES & MAINTENANCE				
Operating Supplies	-	-	-	-
Subtotal:	\$ -	\$ -	\$ -	\$ -
SPECIAL DEPT ADMINISTRATION				
Diversity Task Force		21,225	20,000	40,000
Planning Commission	99	-	750	1,000
Design Review Board	-	93	250	1,000
Parks, Open Space & Trails Commission	-	-	1,000	1,000
Heritage & Arts Commission	460	3,217	6,000	7,500
Contingency	6,008	-	4,000	2,500
Subtotal:	\$ 6,567	\$ 29,535	\$ 32,000	\$ 53,000
Total Supplies & Services:	\$ 42,197	\$ 84,545	\$ 157,750	\$ 181,250
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	1,000	-		
Technology Allowance	-	-		
Subtotal:	\$ 1,000	\$ -	\$ -	\$ -
TOTAL DEPARTMENT	\$ 43,197	\$ 84,545	\$ 157,750	\$ 181,250

Town Administration

TOWN HALL FACILITY

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES				
EMPLOYEE BENEFITS				
SUPPLIES & SERVICES				
Department Supplies & Expenses	27,432	25,488	50,500	50,500
Contractual Services	757	4,007	3,500	37,500
Equipment Supplies & Maintenance	81,609	117,539	145,500	165,500
Utility & Communication	70,892	80,931	62,250	72,250
Total Supplies & Services	186,901	229,755	261,750	325,750
CAPITAL OUTLAY EXPENSE	2,476	20,000	20,000	40,000
CAPITAL OUTLAY ALLOWANCE	10,000	13,000	16,250	24,850
CAPITAL PROJECT EXPENSES	-	-	-	-
TOTAL EXPENDITURES	\$ 199,376	\$ 262,755	\$ 298,000	\$ 390,600
STAFFING LEVEL				
Positions				
TOTAL STAFFING				

Town Administration				
TOWN HALL FACILITY				
Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Office & Copier Supplies	10,516	11,516	20,000	20,000
Postage	7,375	7,879	10,000	10,000
Printing & Reproduction	165	1,108	3,000	3,000
Recruiting & Background	5,379	2,416	7,500	7,500
Special Events, Awards, Functions	3,997	2,568	10,000	10,000
Subtotal:	\$ 27,432	\$ 25,488	\$ 50,500	\$ 50,500
CONTRACTUAL SERVICES				
Contractual Services	757	4,007	1,000	32,500
Parking Lease	-	-	2,500	5,000
Subtotal:	\$ 757	\$ 4,007	\$ 3,500	\$ 37,500
EQ SUPPLIES & MAINTENANCE				
Equipment Maintenance	39,357	34,330	35,000	35,000
Building/Facility Supplies	2,548	4,257	10,000	10,000
Inspection & Testing	-	500	500	500
Janitorial Services	20,526	15,480	30,000	30,000
Landscape Grounds Materials	-	11,081	15,000	10,000
Pest Control	467	596	-	-
Dairy Knoll Expenses	16,068	50,164	40,000	40,000
Misc. Facility Improvements	2,643	1,131	15,000	40,000
Subtotal:	\$ 81,609	\$ 117,539	\$ 145,500	\$ 165,500
UTILITY & COMMUNICATION	102			
Energy-PG&E	32,111	30,614	40,000	50,000
Water-MMWD	3,953	4,085	3,500	3,500
Telecommunications	16,696	18,256	17,500	17,500
Cable Communication Services	937	1,136	1,250	1,250
Subtotal:	\$ 70,892	\$ 80,931	\$ 62,250	\$ 72,250
Total Supplies & Services:	\$ 180,691	\$ 227,964	\$ 261,750	\$ 325,750
CAPITAL OUTLAY EXPENSES				
CAPITAL EQUIPMENT OUTLAY				
Town Hall Furniture (Reserve Fund)	-	20,000	20,000	40,000
Subtotal:	\$ -	\$ 20,000	\$ 20,000	\$ 40,000
Total Capital Outlay Expenses:	\$ 2,476	\$ 20,000	\$ 20,000	\$ 40,000
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	5,000	7,500	9,375	9,850
Technology Allowance	5,000	5,500	6,875	15,000
Subtotal:	\$ 10,000	\$ 13,000	\$ 16,250	\$ 24,850
TOTAL DEPARTMENT	\$ 199,376	\$ 262,755	\$ 298,000	\$ 390,600

COMMUNITY DEVELOPMENT

Planning & Design Review

Advance Planning

Building Inspection

The Community Development Department is responsible for managing the planning, development and implementation of the overall community goals in accordance with the General Plan, Zoning Ordinance, Municipal Codes, Building Codes, and Town Council policies.

The total proposed appropriation of \$1,775,116 for the Community Development Department is primarily funded with resources of the General Fund. Staffing of the Department remains at 8.0 full time equivalent employees; 4.0 in the Planning Division and 4.0 in the Building Division.

Planning & Design Review

The Planning Division is responsible for managing the physical development of the Town in an orderly manner, in accordance with the General Plan, Zoning Ordinance, Municipal Code, Hillside Design Guidelines, Downtown Design Handbook, and Town Council policies. The Division reviews and issues planning and zoning permits, tree permits, sign permits, and well permits, among others, and performs code enforcement functions for areas under its regulatory purview.

Advance Planning

The Advance Planning Division is responsible for maintaining a comprehensive up-to-date General Plan, as well as conducting studies and producing long-range plans and documents such as the Climate Action Plan, Open Space Resource Management Plan, Recreation Needs Assessment, McKegney Green Management Policy, Bicycle & Pedestrian Master Plan, and Local Hazard Mitigation Plan.

Building Inspection

The Building Inspection Division ensures that construction in the Town is compliant with adopted construction codes, in conformance with accepted building practices, and conforms to the Town's adopted policies and ordinances. The Division issues permits, conducts regular permit inspections, performs plan check reviews for construction applications, conducts residential resale inspections, and performs code enforcement functions for areas under its regulatory purview.

Community Development

DEPARTMENT SUMMARY

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
DEPARTMENT FUNDING				
General Fund	1,189,679	1,341,941	1,572,003	1,684,616
Employee Compensated Leave Reserve	-	5,077	-	-
Capital Equipment Replacement	-	-	55,000	55,000
Technology Fund	40,356	12,649	62,625	35,500
Long Range Planning Fund	218,546	355,000	355,000	-
Total Department Funding	\$ 1,448,581	\$ 1,714,668	\$ 2,044,628	\$ 1,775,116
DIVISION FUNDING				
<u>Planning & Design Review</u>				
General Fund	569,056	677,635	887,213	950,393
Employee Compensated Leave	-	5,077	-	-
Capital Equipment Replacement	-	-	55,000	55,000
Technology Fund	40,356	12,649	62,625	35,500
Total Planning & Design Review	\$ 609,413	\$ 695,362	\$ 1,004,838	\$ 1,040,893
<u>Building Inspection</u>				
General Fund	620,623	664,306	684,790	734,223
Total Building Inspection	\$ 620,623	\$ 664,306	\$ 684,790	\$ 734,223
<u>Advance Planning</u>				
Long Range Planning Fund	218,546	355,000	355,000	-
Total Advance Planning	\$ 218,546	\$ 355,000	\$ 355,000	\$ -
Total Division Funding	\$ 1,448,581	\$ 1,714,668	\$ 2,044,628	\$ 1,775,116

Community Development

ALL DIVISIONS

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 786,097	\$ 856,529	\$ 881,743	\$ 925,837
EMPLOYEE BENEFITS	\$ 288,177	\$ 362,400	\$ 378,660	\$ 410,999
SUPPLIES & SERVICES				
Department Supplies & Expenses	5,619	9,351	7,300	7,300
Conferences & Memberships	360	5,575	19,200	24,700
Contractual Services	76,838	67,083	135,000	215,000
Equipment Supplies & Maintenance	5,688	631	6,600	5,000
Special Department Administrative	218,546	365,450	405,000	50,000
Total Supplies & Services	\$ 307,050	\$ 448,090	\$ 573,100	\$ 302,000
CAPITAL OUTLAY EXPENSE	\$ 40,356	\$ 12,649	\$ 117,625	\$ 90,500
CAPITAL OUTLAY ALLOWANCE	\$ 26,900	\$ 35,000	\$ 38,500	\$ 45,780
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,448,581	\$ 1,714,668	\$ 1,989,628	\$ 1,775,116
SOURCE OF FUNDING				
General Fund	1,189,679	1,341,941	1,517,003	1,684,616
Employee Compensated Leave Reserve	-	5,077	-	-
Capital Equipmen Outlay	-	-	55,000	55,000
Capitall Technology Outlay	40,356	12,649	62,625	35,500
Long Range Planning Fund	218,546	355,000	355,000	-
TOTAL FUNDING	\$ 1,448,581	\$ 1,714,668	\$ 1,989,628	\$ 1,775,116
STAFFING LEVEL				
Community Development Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	-	-
Senior Planner	-	-	1.00	-
Associate Planner	-	-	-	2.00
Assistant Planner	-	-	-	-
Community Development Aide	1.00	1.00	1.00	-
Building Official	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00	1.00
TOTAL STAFFING	8.00	8.00	8.00	8.00

Community Development

PLANNING & DESIGN REVIEW

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 387,474	\$ 473,218	\$ 489,343	\$ 503,126
EMPLOYEE BENEFITS	\$ 140,350	\$ 175,411	\$ 184,935	\$ 204,767
SUPPLIES & SERVICES				
Department Supplies & Expenses	5,619	7,945	6,300	6,300
Conferences & Memberships	151	1,185	9,700	12,700
Contractual Services	23,304	10,035	115,000	190,000
Equipment Supplies & Maintenance	459	69	600	1,000
Special Department Administrative	-	-	10,000	10,000
Total Supplies & Services	\$ 29,533	\$ 19,233	\$ 141,600	\$ 220,000
CAPITAL OUTLAY EXPENSE	\$ 40,356	\$ 12,649	\$ 117,625	\$ 90,500
CAPITAL OUTLAY ALLOWANCE	\$ 11,700	\$ 14,850	\$ 16,335	\$ 22,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 609,413	\$ 695,362	\$ 949,838	\$ 1,040,893
STAFFING LEVEL				
Positions	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00

Community Development

PLANNING & DESIGN REVIEW

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Director of Community Development	159,379	192,991	194,460	202,238
Senior Planner	76,539	123,726	130,781	
Associate Planner	-		-	201,090
Assistant Planner	64,609	82,586	83,785	-
Planning Technician	4,980	64,272	69,517	72,298
Community Development Aide	58,412	4,825	-	-
Planning Intern (PST)	-	4,376	9,800	10,000
Overtime	1,132	442	1,000	2,500
Vacation Leave Compensation	-	-		
Casual Hire	22,424	-	-	15,000
Subtotal:	\$ 387,474	\$ 473,218	\$ 489,343	\$ 503,126
EMPLOYEE BENEFITS				
Medical & Insurance	45,507	51,136	59,287	59,287
Employee Accruing Fringe	9,001	10,394	10,146	10,146
PERS-Employee (7%)				
PERS-Employer Normal Cost & Survivor Benefit	31,664	39,529	44,372	44,372
PERS-Employer Unfunded Liability Pmt.	44,985	59,057	55,859	78,476
PST 3.75% Employer Contribution	0	131	178	178
OPEB - GASB 45/75 Allowance (1%)	0	4,139	4,785	-
FICA-Medicare	5,339	7,034	7,008	7,008
Auto Allowance	2,354	2,492	1,800	3,800
Cell Phone Allowance	1,500	1,500	1,500	1,500
Subtotal:	\$ 140,350	\$ 175,411	\$ 184,935	\$ 204,767
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Noticing & Publication	5,224	7,799	6,000	6,000
Publications & Subscriptions	219	146	300	300
Subtotal:	\$ 5,619	\$ 7,945	\$ 6,300	\$ 6,300
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	151	-	2,500	5,000
Employee Development/Training	-	678	5,500	6,000
Memberships	-	507	1,700	1,700
Subtotal:	\$ 151	\$ 1,185	\$ 9,700	\$ 12,700
CONTRACTUAL SERVICES				
Contractual Services	23,304	-	25,000	100,000
Minutes Services	-	10,035	10,000	10,000
Sustainability Coordinator (Mill Valley Contract)		-	80,000	80,000
Subtotal:	\$ 23,304	\$ 10,035	\$ 115,000	\$ 190,000
EQ SUPPLIES & MAINTENANCE				
Fuel & Oil	-	-		
Vehicle Maintenance	459	69	600	1,000

Community Development

PLANNING & DESIGN REVIEW

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Subtotal:	\$ 459	\$ 69	\$ 600	\$ 1,000
SPECIAL DEPT. ADMINISTRATIVE				
Zoning Ordinance Maintenance	-	-	10,000	10,000
Subtotal:	\$ -	\$ -	\$ 10,000	\$ 10,000
Total Supplies & Services:	\$ 29,533	\$ 19,233	\$ 141,600	\$ 220,000
CAPITAL OUTLAY EXPENSES				
CAPITAL EQUIPMENT OUTLAY				
Vehicles & Set Up	-	-	55,000	55,000
Subtotal:	\$ -	\$ -	\$ 55,000	\$ 55,000
CAPITAL TECHNOLOGY OUTLAY				
Replacement Computers & Monitors (4)	68	1,148	3,000	4,000
Misc. Computer Parts	266	-	1,500	1,500
TrakiT Permit Software Annual Fee	13,244	10,977	32,500	30,000
Subtotal:	\$ 40,356	\$ 12,649	\$ 62,625	\$ 35,500
Total Capital Outlay Expenses:	\$ 40,356	\$ 12,649	\$ 117,625	\$ 90,500
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	4,200	4,850	5,335	7,500
Technology Allowance	7,500	10,000	11,000	15,000
Subtotal:	\$ 11,700	\$ 14,850	\$ 16,335	\$ 22,500
TOTAL DEPARTMENT	\$ 609,413	\$ 695,362	\$ 949,838	\$ 1,040,893

Community Development

BUILDING INSPECTION

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 398,624	\$ 383,311	\$ 392,400	\$ 422,711
EMPLOYEE BENEFITS	\$ 147,827	\$ 186,988	\$ 193,725	\$ 206,232
SUPPLIES & SERVICES				
Department Supplies & Expenses	-	1,406	1,000	1,000
Conferences & Memberships	209	4,391	9,500	12,000
Contractual Services	53,534	57,048	20,000	25,000
Equipment Supplies & Maintenance	5,229	562	6,000	4,000
Special Department Administrative	-	10,450	40,000	40,000
Total Supplies & Services	\$ 58,972	\$ 73,856	\$ 76,500	\$ 82,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 15,200	\$ 20,150	\$ 22,165	\$ 23,280
TOTAL EXPENDITURES	\$ 620,623	\$ 664,306	\$ 684,790	\$ 734,223
STAFFING LEVEL				
Positions	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00

Community Development

BUILDING INSPECTION

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Building Official	140,986	135,079	138,384	148,165
Building Inspector	107,331	92,702	97,169	102,036
Building Permit Technician	68,427	80,551	83,862	83,866
Building Permits Clerk	59,933	69,869	71,985	74,144
Overtime	871	33	1,000	2,500
Casual/Temporary Hire	21,076	-	-	12,000
Vacation Leave Compensation		5,077		
Subtotal:	\$ 398,624	\$ 383,311	\$ 392,400	\$ 422,711
EMPLOYEE BENEFITS				
Medical & Insurance	53,563	77,907	88,367	85,264
Employee Accruing Fringe	14,400	9,969	9,600	9,600
PERS-Employer Normal Cost & Survivor Benefit	29,248	28,378	30,310	26,873
PERS-Unfunded Liability	44,985	61,245	55,859	78,476
OPEB - GASB 45/75 Allowanc		3,926	3,914	-
FICA-Medicare	5,631	5,564	5,675	6,019
Subtotal:	\$ 147,827	\$ 186,988	\$ 193,725	\$ 206,232
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Publications & Subscriptions	-	1,406	1,000	1,000
Subtotal:	\$ -	\$ 1,406	\$ 1,000	\$ 1,000
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	-	2,658	4,500	5,000
Employee Development/Training	209	1,518	4,000	6,000
Memberships	-	215	1,000	1,000
Subtotal:	\$ 209	\$ 4,391	\$ 9,500	\$ 12,000
CONTRACTUAL SERVICES				
Contractual Services	29,116	35,751	20,000	25,000
Outside Plan Check	24,418	21,297		
Subtotal:	\$ 53,534	\$ 57,048	\$ 20,000	\$ 25,000
EQ SUPPLIES & MAINTENANCE				
Equipment Maintenance	2,124	230	2,500	1,000
Fuel & Oil	2,216	306	2,000	-
Vehicle Maintenance	888	26	1,500	3,000
Subtotal:	\$ 5,229	\$ 562	\$ 6,000	\$ 4,000
SPECIAL DEPT. ADMINISTRATIVE				
Records Management-Outside Scanning		10,450	40,000	40,000
Subtotal:	\$ -	\$ 10,450	\$ 40,000	\$ 40,000
Total Supplies & Services:	\$ 58,972	\$ 73,856	\$ 76,500	\$ 82,000

Community Development

BUILDING INSPECTION

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	4,200	7,500	8,250	8,665
Technology Allowance	11,000	12,650	13,915	14,615
Subtotal:	\$ 15,200	\$ 20,150	\$ 22,165	\$ 23,280
TOTAL DEPARTMENT	\$ 620,623	\$ 664,306	\$ 684,790	\$ 734,223

Community Development

ADVANCE PLANNING

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES				
Equipment Supplies & Maintenance				
Special Department Administrative	218,546	355,000	355,000	-
Total Supplies & Services	\$ 218,546	\$ 355,000	\$ 355,000	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 218,546	\$ 355,000	\$ 355,000	\$ -

Community Development

ADVANCE PLANNING

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Advance Planner				
Subtotal:		\$ -		
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Noticing & Publication				
Printing & Reproduction				
Subtotal:		\$ -		
CONTRACTUAL SERVICES				
Contractual Services				
Subtotal:		\$ -		
SPECIAL DEPT. ADMINISTRATIVE				
Housing Element Update		-		
General Plan Update	218,546	355,000	355,000	
General Plan Update - Misc. Elements				
Subtotal:	\$ 218,546	\$ 355,000	\$ 355,000	\$ -
Total Supplies & Services:	\$ 218,546	\$ 355,000	\$ 355,000	\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -
TOTAL DEPARTMENT	\$ 218,546	\$ 355,000	\$ 355,000	\$ -

POLICE

Police Services **Police/EOC Facility**

The Police Department provides law enforcement services for ensuring the safety of and a high quality of life for the community. To that end, the Department strives to enforce all federal, state and local laws without prejudice, preserve the peace and insure that the citizens and merchants that live and work in our community receive the highest level of law enforcement services available.

The total proposed appropriation for the Police Department is \$4,982,508. Staffing is comprised of 14 sworn personnel, 4 civilian personnel and approximately 2 reserve police officers.

The Department also coordinates with other Town departments, government agencies and has developed a partnership with the community in planning and implementing safe school programs, neighborhood and business awareness, safe pedestrian and traffic flow on our streets and emergency preparedness programs. Community oriented policing in Tiburon builds on the understanding that it is the community itself that can best say what it needs from its Police Department and the Police and the community must work together to accomplish jointly set goals through cooperative efforts. While the philosophy of community oriented policing has only recently received an official title, this concept has been in place in the Town of Tiburon since the Department's inception in 1972, and continues to exist to this date.

Police Services

The Police Services Division includes patrol, administration, support personnel, investigations, training, parking enforcement and crime prevention program.

Police/Emergency Operations Center (EOC) Facility

The Police/Emergency Operations Center Facility Division serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. All costs related to maintaining the policy facility which also serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. section. Belvedere contributes 12.5% of the funds needed to maintain this function.

Police Department

DEPARTMENT SUMMARY

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
DEPARTMENT FUNDING				
General Fund	3,362,206	4,326,401	4,797,276	4,807,708
Employee Compensated Leave	58,642	-	-	-
Capital Equipment Replacement	-	134,673	225,000	110,000
Technology Fund	34,248	88,030	54,500	64,800
Total Department Funding	\$ 3,455,096	\$ 4,549,105	\$ 5,076,776	\$ 4,982,508
DIVISION FUNDING				
<u>Police Services</u>				
General Fund	3,294,835	4,233,382	4,694,476	4,711,868
Employee Compensated Leave	58,642	-	-	-
Capital Equipment Replacement	-	134,673	225,000	110,000
Technology Fund	34,248	88,030	54,500	64,800
Total Police Services	\$ 3,387,725	\$ 4,456,086	\$ 4,973,976	\$ 4,886,668
<u>Police Facility</u>				
General Fund	67,371	93,019	102,800	95,840
Total Facility	\$ 67,371	\$ 93,019	\$ 102,800	\$ 95,840
Total Division Funding	\$ 3,455,096	\$ 4,549,105	\$ 5,076,776	\$ 4,982,508

Police Department

ALL DIVISIONS

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 1,898,098	\$ 2,371,513	\$ 2,533,050	\$ 2,553,738
EMPLOYEE BENEFITS	\$ 834,106	\$ 1,082,689	\$ 1,232,349	\$ 1,236,999
SUPPLIES & SERVICES				
Department Supplies & Expenses	88,406	67,709	63,000	63,000
Conferences & Memberships	16,990	21,606	35,500	57,000
Contractual Services	-	95,767	106,250	105,337
Insurances	-	-	-	-
Intergovernmental & Agency	258,890	312,491	349,727	349,844
Equipment Supplies & Maintenance	159,168	185,826	176,100	183,650
Utility & Communication	69,443	62,543	67,100	60,100
Special Department Administrative	4,505	8,415	52,500	65,000
Allocated Costs	-	-	-	-
Total Supplies & Services	\$ 597,402	\$ 754,357	\$ 850,177	\$ 883,931
CAPITAL OUTLAY EXPENSE	\$ 34,248	\$ 226,171	\$ 334,500	\$ 174,800
CAPITAL OUTLAY ALLOWANCE	\$ 91,000	\$ 114,375	\$ 126,700	\$ 133,040
CAPITAL PROJECT EXPENSES	\$ 242	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,455,096	\$ 4,549,105	\$ 5,076,776	\$ 4,982,508
SOURCE OF FUNDING				
General Fund	3,362,206	4,326,401	4,797,276	4,807,708
Employee Compensated Leave	58,642	-	-	-
Capital Equipment Outlay	-	134,673	225,000	110,000
Capital Technology Outlay	34,248	88,030	54,500	64,800
TOTAL FUNDING	\$ 3,455,096	\$ 4,549,105	\$ 5,076,776	\$ 4,982,508
STAFFING LEVEL				
Chief	1.00	1.00	1.00	1.00
Captain	-	-	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00
Patrol Officers	8.00	8.00	8.00	8.00
Police Officer Trainee	-	-	-	-
Police Service Aide	3.00	3.00	3.00	3.00
Emergency Services Coordinator	1.00	1.00	1.00	1.00
TOTAL STAFFING	17.00	17.00	18.00	18.00

Police Department

POLICE SERVICES

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 1,898,098	\$ 2,371,513	\$ 2,533,050	\$ 2,553,738
EMPLOYEE BENEFITS	\$ 834,106	\$ 1,082,689	\$ 1,232,349	\$ 1,236,999
SUPPLIES & SERVICES				
Department Supplies & Expenses	88,406	67,709	63,000	63,000
Conferences & Memberships	16,990	21,606	35,500	57,000
Contractual Services	-	95,767	106,250	105,337
Intergovernmental & Agency	258,890	312,491	349,727	349,844
Equipment Supplies & Maintenance	126,447	138,122	129,500	136,500
Utility & Communication	44,540	35,182	43,100	41,600
Special Department Administrative Allocated Costs	-	1,678	40,000	55,000
Total Supplies & Services	\$ 535,273	\$ 672,556	\$ 767,077	\$ 808,281
CAPITAL OUTLAY EXPENSE	\$ 34,248	\$ 222,703	\$ 324,500	\$ 164,800
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 106,625	\$ 117,000	\$ 122,850
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES				
TOTAL EXPENDITURES	\$ 3,387,725	\$ 4,456,086	\$ 4,973,976	\$ 4,886,668
STAFFING LEVEL				
Positions	17.00	17.00	18.00	18.00
TOTAL STAFFING	17.00	17.00	18.00	18.00

Police Department

POLICE SERVICES

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Police Chief	87,635	216,420	219,056	227,210
Captain	-	180,674	186,092	180,353
Sergeants (4)	428,553	426,789	534,981	564,453
Patrol Officer (8)	807,297	863,625	870,813	904,764
Police Officer Trainee			75,000	-
Emergency/Admin Services Coordinator	92,912	109,336	103,589	107,727
Police Service Aide (3)	219,185	237,544	242,395	271,901
Overtime	92,137	206,513	110,000	110,000
Overtime-Emergency	-	-	-	-
Overtime-Special Svcs	788	1,989	7,500	7,500
ORT Patrol	12,313	1,786	25,000	25,000
Education Incentive Pay	24,332	28,954	37,380	27,300
Holiday Pay	45,531	58,323	68,804	71,490
Special Pay	3,141	7,604	7,200	9,000
Bilingual Pay	-	-	5,400	3,600
Longevity Pay	10,035	11,140	11,040	18,240
Shift Differential	15,594	20,816	28,800	25,200
Vacation Leave Compensation	58,642			
Sick Leave Compensation				
Subtotal:	\$ 1,898,098	\$ 2,371,513	\$ 2,533,050	\$ 2,553,738
EMPLOYEE BENEFITS				
Medical & Insurance	207,702	260,088	348,562	327,290
Employee Accruing Fringe	12,341	16,339	14,400	14,400
PERS-Employer Normal Cost & Survivor Benefit	229,658	265,234	319,051	324,125
PERS-Employer Unfunded Liability Pmt.	340,297	464,365	446,790	493,130
OPEB - GASB 45/75 Allowance (1%)		21,439	25,331	-
Retirement Health Savings Account		-	18,000	16,800
FICA-Medicare	27,697	30,818	33,578	33,316
Automobile Allowance	2,400	5,539	9,600	9,600
Cell Phone Allowance	250	1,000	3,000	3,000
Medical Allowance	13,761	13,332	12,838	12,838
Tuition Reimbursement	-	4,535	1,200	2,500
Subtotal:	\$ 834,106	\$ 1,082,689	\$ 1,232,349	\$ 1,236,999
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Office & Copier Supplies	14,662	11,946	14,000	14,000
Evidence Supplies	2,406	1,521	1,500	1,500
Postage	625	239	1,000	1,000
Printing, Reproduction	4,666	6,351	4,000	4,000
Range & Weapons	4,314	1,722	10,000	15,000
Recruiting & Investigation	44,750	29,625	15,000	10,000
Special Investigation	8,845	7,972	7,500	7,500
DOJ Live Scan	1,676	4,966	3,000	3,000
Publications & Subscriptions	6,462	3,367	7,000	7,000
Evidence - Photo, Film & Video Supplies		-		
Subtotal:	\$ 88,406	\$ 67,709	\$ 63,000	\$ 63,000

Police Department

POLICE SERVICES

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	2,181	3,937	5,000	10,000
Employee Development	5,754	4,376	15,000	30,000
Memberships	1,926	1,685	1,500	3,000
POST-Reimbursed Training	-	8,739	12,000	12,000
POST-Non Reimbursed Training	6,710	2,054	-	-
Special Meal Allowance (MOU)	419	815	2,000	2,000
Subtotal:	\$ 16,990	\$ 21,606	\$ 35,500	\$ 57,000
CONTRACTUAL SERVICES				
Contractual Services-Consultant	-	35,122	35,000	35,000
Records Management System (Tech)	-	49,057	55,250	55,789
Lexipol Policy Manual Maintenance	-	101	4,000	5,400
Systems Support (MDC, CAD Maint)	-	11,488	12,000	9,148
Subtotal:	\$ -	\$ 95,767	\$ 106,250	\$ 105,337
INTERGOVERNMENT, AGENCY & JPA				
Marin County Major Crimes Task Force	11,777	46,063	50,000	45,000
Marin County Dispatch	243,985	263,301	296,600	301,717
Marin County DA-Prandi Center	3,127	3,127	3,127	3,127
Subtotal:	\$ 258,890	\$ 312,491	\$ 349,727	\$ 349,844
EQ SUPPLIES & MAINTENANCE				
Equipment Maintenance	2,114	18,556	3,500	3,500
Fuel & Oil	26,776	29,698	35,000	35,000
Radio Maintenance	1,800	801	2,000	2,000
Safety Equipment	25,085	1,645	20,000	20,000
Uniform Maintenance	4,143	8,618	7,000	7,000
Uniform Purchase/Replacement	27,724	39,036	25,000	25,000
Vehicle Supplies	142	14,042	1,000	1,000
Vehicle Maintenance	24,013	15,950	25,000	25,000
Safety Equipment (MOU)	1,471	325	1,000	1,000
License Plate Camera Subscription	13,178	9,451	10,000	17,000
Subtotal:	\$ 126,447	\$ 138,122	\$ 129,500	\$ 136,500
UTILITY & COMMUNICATION				
Telecommunication	26,916	29,545	25,000	25,000
Cable Communication Services	605	688	600	600
MIDAS Internet Connection	17,019	4,950	17,500	16,000
Subtotal:	\$ 44,540	\$ 35,182	\$ 43,100	\$ 41,600
SPECIAL DEPT. ADMINISTRATIVE				
Community Engagement Activities		(1)	20,000	20,000
Emergency & Disaster Planning		1,679	20,000	35,000
Subtotal:	\$ -	\$ 1,678	\$ 40,000	\$ 55,000
Total Supplies & Services:	\$ 535,273	\$ 672,556	\$ 767,077	\$ 808,281

Police Department

POLICE SERVICES

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
CAPITAL OUTLAY EXPENSES				
CAPITAL EQUIPMENT OUTLAY				
Vehicles & Setup - Patrol Car		134,673	225,000	100,000
Subtotal:	\$ -	\$ 134,673	\$ 225,000	\$ 100,000
CAPITAL TECHNOLOGY OUTLAY				
Replacement Computers & Monitors	2,042	4,473	8,000	10,000
Misc. Computer Parts	-	-	1,500	1,500
Patrol Laptops	-	-	45,000	-
Phone System Upgrade	-	15,829	-	-
License Plate Reader Camera Maintenance	4,500	4,500	7,500	7,500
Axon Annual Contract - Cameras/Tasers	27,706	63,228	37,500	45,800
Subtotal:	\$ 34,248	\$ 88,030	\$ 99,500	\$ 64,800
Total Capital Outlay Expenses:	\$ 34,248	\$ 222,703	\$ 324,500	\$ 164,800
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	75,000	86,625	95,000	99,750
Technology Allowance	11,000	20,000	22,000	23,100
Subtotal:	\$ 86,000	\$ 106,625	\$ 117,000	\$ 122,850
TOTAL DEPARTMENT	\$ 3,387,725	\$ 4,456,086	\$ 4,973,976	\$ 4,886,668

Police Department

POLICE FACILITY

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES				
Equipment Supplies & Maintenance	32,721	47,704	46,600	47,150
Utility & Communication	24,903	27,361	24,000	18,500
Special Department Administrative	4,505	6,737	12,500	10,000
Total Supplies & Services	\$ 62,129	\$ 81,802	\$ 83,100	\$ 75,650
CAPITAL OUTLAY EXPENSE	\$ -	\$ 3,467	\$ 10,000	\$ 10,000
CAPITAL OUTLAY ALLOWANCE	\$ 5,000	\$ 7,750	\$ 9,700	\$ 10,190
TOTAL EXPENDITURES	\$ 67,371	\$ 93,019	\$ 102,800	\$ 95,840
STAFFING LEVEL				
Positions				
TOTAL STAFFING				

Police Department

POLICE FACILITY

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
EQ SUPPLIES & MAINTENANCE				
Equipment Maintenance	8,976	24,974	15,000	15,000
Building/Facility Supplies	11,351	5,602	10,000	10,000
Fuel & Oil	479	-	500	500
Inspection & Testing	-	468	500	500
Janitorial Services	10,627	15,303	20,000	20,000
Pest Control Service	300	1,307	600	1,150
Subtotal:	\$ 32,721	\$ 47,704	\$ 46,600	\$ 47,150
UTILITY & COMMUNICATION				
Energy-PG&E	23,999	26,436	23,000	17,500
Water-MMWD	903	925	1,000	1,000
Subtotal:	\$ 24,903	\$ 27,361	\$ 24,000	\$ 18,500
SPECIAL DEPT. ADMINISTRATIVE				
Emergency & Disaster Planning	4,505	6,737	12,500	10,000
Subtotal:	\$ 4,505	\$ 6,737	\$ 12,500	\$ 10,000
Total Supplies & Services:	\$ 62,129	\$ 81,802	\$ 83,100	\$ 75,650
CAPITAL OUTLAY EXPENSES				
Office Furniture	-	3,467	10,000	10,000
Subtotal:	\$ -	\$ 3,467	\$ 10,000	\$ 10,000
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	2,500	5,000	6,250	6,565
Technology Allowance	2,500	2,750	3,450	3,625
Subtotal:	\$ 5,000	\$ 7,750	\$ 9,700	\$ 10,190
TOTAL DEPARTMENT	\$ 67,371	\$ 93,019	\$ 102,800	\$ 95,840

PUBLIC WORKS

Administration & Engineering

Streets Maintenance

Parks Maintenance

Cypress Hollow

Corporation Yard

Street & Signal Light System

The Public Works Department is responsible for the construction, maintenance and oversight of the Town's infrastructure and public facilities, including streets and roads, sidewalks, storm drains, park lands, open space lands, street light and signal light system, and Town easements and rights-of-way.

The total proposed appropriation for Public Works is \$2,838,492 primarily from the General Fund. The Department operates with 10 FTE employees. Streets Resurfacing and Drainage Improvement projects, as well as some other projects, are authorized in the Capital Improvement Program budget and are not a cost to the Public Works Department budget.

Administration & Engineering

This division oversees the entire public works operation, providing administrative and engineering oversight for Town's Capital Improvement Program (CIP) projects, processing encroachment permits, and coordinating with Caltrans regarding Tiburon Boulevard traffic operations and modifications. This division is also responsible for identifying, securing and administering grants for capital projects.

Street Maintenance

This Division is responsible for maintenance of the Town's nearly 15 miles of sidewalk and 32 centerline miles of streets. This division also performs preventive maintenance on the Town's storm drainage system, which includes over 50 miles of curb & gutter, 13 miles of culverts, 18 miles of v-ditches and over 500 catch basins.

Parks Maintenance

This Division maintains the Town's ten parks (covering nearly 70 acres) as well as the multi-use path and the landscaped medians throughout Town.

Cypress Hollow

This division provides for maintenance of the lighting, landscape and facilities at the Cypress Hollow park and is paid for through a special tax assessment on the parcels located in Cypress Hollow.

Corporation Yard

The Corporation Yard is the Town's garage and workshop. It also provides for storage of maintenance equipment/supplies.

Street & Signal Light System

This division provides for the operational costs for the Town's 300+ street lights; the Town's contribution toward Tiburon Boulevard traffic signal maintenance can be found here.

Public Works

DEPARTMENT SUMMARY

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
DEPARTMENT FUNDING				
General Fund	2,080,038	2,386,106	2,463,671	2,514,492
Employee Compensated Leave	2,723	6,366	-	-
Capital Equipment Replacement	24,781	-	160,000	70,000
Technology Fund	11,582	14,066	47,000	47,000
Park Development & ORT	25,055	3,700	40,000	40,000
Disaster Response	-	-	-	-
Cypress Hollow Fund	21,606	37,000	37,000	37,000
Paula Little Flower Fund	4,732	12,399	10,000	10,000
Measure "A" Parks	68,344	118,122	-	-
State Gas Tax	5,994	25,062	120,000	120,000
Street Impact Fund	52,837	-	-	-
Total Department Funding	\$ 2,297,693	\$ 2,602,821	\$ 2,877,671	\$ 2,838,492
DIVISION FUNDING				
<u>Administration & Engineering</u>				
General Fund	533,511	482,947	456,945	437,509
Employee Compensated Leave	-	5,871	-	-
Capital Equipment Replacement	-	-	-	-
Technology Fund	-	-	32,500	32,500
Disaster Response	-	-	-	-
Measure "A" Parks	68,344	118,122	-	-
State Gas Tax	5,994	7,067	-	-
Total Administration & Engineering	\$ 607,849	\$ 614,007	\$ 489,445	\$ 470,009
<u>Streets Maintenance</u>				
General Fund	710,400	675,983	759,489	760,501
Employee Compensated Leave	2,723	495	-	-
Capital Equipment Replacement	4,537	-	160,000	70,000
Technology Fund	11,582	14,066	14,500	14,500
State Gas Tax	-	17,995	120,000	120,000
Street Impact Fund	52,837	-	-	-
Total Streets Maintenance	\$ 782,079	\$ 708,538	\$ 1,053,989	\$ 965,001
<u>Parks Maintenance</u>				
General Fund	646,914	974,702	1,037,638	1,091,882
Employee Compensated Leave	-	-	-	-
Capital Equipment Replacement	20,244	-	-	-
Park Development & ORT	25,055	3,700	40,000	40,000
Paula Little Flower Fund	4,732	12,399	10,000	10,000
Total Parks Maintenance	\$ 696,946	\$ 990,801	\$ 1,087,638	\$ 1,141,882
<u>Street & Signal Light Maintenance</u>				
General Fund	55,557	81,937	68,000	83,000
Total Street & Signal Light Maintenance	\$ 55,557	\$ 81,937	\$ 68,000	\$ 83,000
<u>Cypress Hollow</u>				

Public Works

DEPARTMENT SUMMARY

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Cypress Hollow Fund	21,606	37,000	37,000	37,000
Total Cypress Hollow	\$ 21,606	\$ 37,000	\$ 37,000	\$ 37,000
<u>Corporation Yard</u>				
General Fund	133,656	170,538	141,600	141,600
Total Corporation Yard	\$ 133,656	\$ 170,538	\$ 141,600	\$ 141,600
Total Division Funding	\$ 2,297,693	\$ 2,602,821	\$ 2,877,671	\$ 2,838,492

Public Works				
ALL DIVISIONS				
OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 884,909	\$ 899,760	\$ 978,005	\$ 996,518
EMPLOYEE BENEFITS	\$ 357,407	\$ 463,265	\$ 526,711	\$ 506,269
SUPPLIES & SERVICES				
Department Supplies & Expenses	4,209	5,838	7,800	7,800
Conferences & Memberships	3,193	2,998	19,655	26,655
Contractual Services	142,882	241,385	128,000	213,000
Equipment Supplies & Maintenance	595,769	723,051	668,500	628,500
Utility & Communication	226,629	170,624	235,100	235,100
Special Department Administrative	23,976	1,583	20,000	20,000
Total Supplies & Services	996,658	1,145,479	1,079,055	1,131,055
CAPITAL OUTLAY EXPENSE	16,119	14,066	207,000	117,000
CAPITAL OUTLAY ALLOWANCE	42,600	80,250	86,900	87,650
CAPITAL PROJECT EXPENSES	-	-	-	-
DEBT SERVICE EXPENSES				
TOTAL EXPENDITURES	\$ 2,297,693	\$ 2,602,821	\$ 2,877,671	\$ 2,838,492
SOURCE OF FUNDING				
General Fund	2,080,038	2,386,106	2,463,671	2,514,492
Employee Compensated Leave	2,723	6,366	-	-
Capital Equipment Replacement	24,781	-	160,000	70,000
Technology Fund	11,582	14,066	47,000	47,000
Park Development & ORT	25,055	3,700	40,000	40,000
Disaster Response	-	-	-	-
Cypress Hollow Fund	21,606	37,000	37,000	37,000
Paula Little Flower Fund	4,732	12,399	10,000	10,000
Measure "A" Parks	68,344	118,122	-	-
State Gas Tax	5,994	25,062	120,000	120,000
Street Impact Fund	52,837	-	-	-
TOTAL FUNDING	\$ 2,297,693	\$ 2,602,821	\$ 2,877,671	\$ 2,838,492
STAFFING LEVEL				
Public Works Director/ Town Engineer	1.00	1.00	1.00	
Public Works Engineering Division Manager				1.00
Engineering Technician/Inspector	-	-	-	1.00
Associate Engineer	1.00	1.00	1.00	-
Public Works Operations Division Manager	-	-	-	1.00
Superintendent	1.00	1.00	1.00	-
Senior Maintenance Worker	2.00	2.00	2.00	2.00
Maintenance Worker	5.00	5.00	5.00	5.00
TOTAL STAFFING	10.00	10.00	10.00	10.00

Public Works

ADMINISTRATION & ENGINEERING

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 301,087	\$ 207,549	\$ 224,772	\$ 241,392
EMPLOYEE BENEFITS	\$ 100,921	\$ 95,337	\$ 111,918	\$ 110,512
SUPPLIES & SERVICES				
Department Supplies & Expenses	39	-	500	500
Conferences & Memberships	1,227	1,467	8,155	8,155
Contractual Services	68,107	115,753	10,000	50,000
Equipment Supplies & Maintenance	109,892	187,900	75,000	-
Special Department Administrative	23,976	-	20,000	20,000
Total Supplies & Services	\$ 203,241	\$ 305,121	\$ 113,655	\$ 78,655
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 32,500	\$ 32,500
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 6,000	\$ 6,600	\$ 6,950
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 607,849	\$ 614,007	\$ 489,445	\$ 470,009
STAFFING LEVEL				
Positions	2.00	2.00	2.00	2.00
TOTAL STAFFING	2.00	2.00	2.00	2.00

Public Works

ADMINISTRATION & ENGINEERING

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Public Works Director/Town Engineer	186,262	-	-	-
Associate Engineer	111,975	6,981	-	-
Engineering Division Manager		138,276	142,067	153,651
Engineering Technician/Inspector		56,421	82,705	87,741
Project Coordinator	-	-		
Vacation Leave Compensation		5,871		
Casual Hire	2,850	-		
Subtotal:	\$ 301,087	\$ 207,549	\$ 224,772	\$ 241,392
EMPLOYEE BENEFITS				
Medical & Insurance	46,405	39,262	47,910	41,632
Employee Accruing Fringe		3,508	4,800	4,800
PERS-Town Normal Cost	23,279	17,778	22,771	18,444
PST - Part time (3.75%)		-	-	-
PERS-Unfunded Liability Payment	22,492	29,528	27,930	39,238
OPEB - GASB 45/75 Allowanc		1,402	2,248	-
FICA-Medicare	4,119	2,853	3,259	3,398
Auto Allowance	2,400	406	-	-
Cell Phone Allowance	2,225	600	3,000	3,000
Subtotal:	\$ 100,921	\$ 95,337	\$ 111,918	\$ 110,512
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Computer Supplies				
Noticing and Publication	39	-	500	500
Publications & Subscriptions	-	450		
Subtotal:	\$ 39	\$ -	\$ 500	\$ 500
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	-	-	3,900	3,900
Employee Development/Training	-	1,018	3,000	3,000
Memberships	1,227	450	1,255	1,255
Subtotal:	\$ 1,227	\$ 1,467	\$ 8,155	\$ 8,155
CONTRACTUAL SERVICES				
Contract - Engineering Services	12,084	995	10,000	50,000
Encroachment Inspections	56,023	112,795		
Subtotal:	\$ 68,107	\$ 115,753	\$ 10,000	\$ 50,000
EQUIP, SUPPLIES & MAINTENANCE				
Open Space Management (General Fund)	35,554	62,711	75,000	-
Open Space Management (Measure A)	68,344	118,122		
Storm Drain Flushing				
Slide Repairs	-			
Curb/Sidewalk Improvements (Gas Tax)	5,994	7,067		

Public Works

ADMINISTRATION & ENGINEERING

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Subtotal:	\$ 109,892	\$ 187,900	\$ 75,000	\$ -
SPECIAL DEPT. ADMINISTRATIVE				
Street Speed Survey	23,976		20,000	20,000
Subtotal:	\$ 23,976	\$ -	\$ 20,000	\$ 20,000
Total Supplies & Services:	\$ 203,241	\$ 305,121	\$ 113,655	\$ 78,655
CAPITAL OUTLAY EXPENSES				
CAPITAL EQUIPMENT OUTLAY				
Vehicles & Setup	-	-	-	-
Subtotal:	\$ -	\$ -	\$ -	\$ -
CAPITAL TECHNOLOGY OUTLAY				
Computer & Peripheral			2,500	2,500
Computer Monitor			30,000	-
Radio Equipment				30,000
Subtotal:	\$ -	\$ -	\$ 32,500	\$ 32,500
Total Capital Outlay Expenses	\$ -	\$ -	\$ 32,500	\$ 32,500
CAPITAL OUTLAY ALLOWANCE				
Depreciation Allowance		3,000	3,300	3,475
Technology Allowance	2,600	3,000	3,300	3,475
Total:	\$ 2,600	\$ 6,000	\$ 6,600	\$ 6,950
TOTAL DEPARTMENT	\$ 607,849	\$ 614,007	\$ 489,445	\$ 470,009

Public Works

STREETS MAINTENANCE

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 410,752	\$ 364,635	\$ 399,333	\$ 427,304
EMPLOYEE BENEFITS	\$ 169,262	\$ 192,805	\$ 212,756	\$ 182,297
SUPPLIES & SERVICES				
Department Supplies & Expenses	\$ 239	\$ 200	\$ 500	\$ 500
Conferences & Memberships	\$ 1,459	\$ 1,223	\$ 6,000	\$ 9,500
Contractual Services	\$ -	\$ -	\$ -	\$ -
Equipment Supplies & Maintenance	\$ 184,248	\$ 135,522	\$ 260,900	\$ 260,900
Total Supplies & Services	\$ 185,946	\$ 137,033	\$ 267,400	\$ 270,900
CAPITAL OUTLAY EXPENSE	\$ 16,119	\$ 14,066	\$ 174,500	\$ 84,500
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 782,079	\$ 708,538	\$ 1,053,989	\$ 965,001
STAFFING LEVEL				
Positions	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00

Public Works

STREETS MAINTENANCE

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Superintendent of Public Works	127,151	7,726	-	-
Public Works Division Manager		144,559	157,312	165,176
Maintenance Worker (2)	190,201	110,881	147,085	160,432
Senior Maintenance Worker	83,250	93,485	88,376	92,136
Overtime	2,911	3,029	2,000	5,000
Overtime-Emergency	741	-	-	-
Special Shift Pay	3,774	4,462	4,560	4,560
Vacation Leave Compensation	2,723	495		
Subtotal:	\$ 410,752	\$ 364,635	\$ 399,333	\$ 427,304
EMPLOYEE BENEFITS				
Medical & Insurance	61,978	83,648	94,401	60,482
Employee Accruing Fringe	22,885	12,739	14,400	14,400
Retirement Health Savings Account		-	3,600	3,600
PERS-Town Normal Cost	31,411	27,505	33,073	19,877
PERS-Unfunded Liability	44,985	59,057	55,859	78,476
OPEB - GASB 45/75 Allowance (1%)		3,792	3,928	-
FICA-Medicare	6,203	5,465	5,695	3,662
Cell Phone Allowance	600	600	600	600
Tuition Reimbursement	1,200	-	1,200	1,200
Subtotal:	\$ 169,262	\$ 192,805	\$ 212,756	\$ 182,297
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Publications & Subscriptions	239	200	500	500
Subtotal:	\$ 239	\$ 200	\$ 500	\$ 500
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	25	300	2,500	3,500
Employee Development/Training	1,434	923	3,500	6,000
Subtotal:	\$ 1,459	\$ 1,223	\$ 6,000	\$ 9,500
EQUIP, SUPPLIES & MAINTENANCE				
Operating Supplies	261	-	500	500
Equipment Maintenance	10,405	12,518	15,000	15,000
Fuel & Oil	28,856	-	17,500	17,500
Pest Control Downtown	1,250	1,282	1,500	1,500
Downtown Cleanup & Restrooms		-	-	-
Small Tools	91	3,402	1,000	1,000
Storm Drain & Culvert Maintenance	13,599	36,282	30,000	30,000
Pavement/Sidewalk Maint & Repair (GF)	68,537	47,031	60,000	60,000
Pavement/Sidewalk Maint & Repair (Gas Tax)		-	60,000	60,000
Street Painting			-	-
Safety Equipment & Apparel	3,050	225	1,500	1,500
Uniform Maintenance Service	708	2,704	4,200	4,200
Uniform Purchase/Replacement	3,692	506		

Public Works

STREETS MAINTENANCE

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Vehicle Maintenance	-	13,017	8,500	8,500
Safety Equipment (MOU)	963	560	1,200	1,200
Contingency (Streets - Street Impact Fund)	52,837		-	-
Contingency (Streets - Gas Tax)		17,995	60,000	60,000
Subtotal:	\$ 184,248	\$ 135,522	\$ 260,900	\$ 260,900
SPECIAL DEPT. ADMINISTRATIVE				
Emergency & Disaster Planning		88		
Emergency PG&E PSPS	-			
Subtotal:	\$ -	\$ 88	\$ -	\$ -
Total Supplies & Services:	\$ 185,946	\$ 137,033	\$ 267,400	\$ 270,900
CAPITAL OUTLAY EXPENSES				
CAPITAL EQUIPMENT OUTLAY				
Vehicles & Setup	-		160,000	70,000
Video/Camera Equipment	4,537		-	-
Subtotal:	\$ 4,537	\$ -	\$ 160,000	\$ 70,000
CAPITAL TECHNOLOGY OUTLAY				
Replacement Computers & Monitors (1)	95	1,500	2,500	2,500
Misc. Computer Parts	64		500	500
Maintenance Sched. Software - Annual Fee	11,424	12,566	11,500	11,500
Telecommunication Equipment	-		-	-
Subtotal:	\$ 11,582	\$ 14,066	\$ 14,500	\$ 14,500
Total Capital Outlay Expenses:	\$ 16,119	\$ 14,066	\$ 174,500	\$ 84,500
OTHER EQUIPMENT				
Street Light Pole Replacement	2,395	-	-	-
Subtotal:	\$ 2,395	\$ -	\$ -	\$ -
TOTAL DEPARTMENT	\$ 784,474	\$ 708,538	\$ 1,053,989	\$ 965,001

Public Works

PARKS MAINTENANCE

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ 173,070	\$ 327,576	\$ 353,900	\$ 327,822
EMPLOYEE BENEFITS	\$ 87,225	\$ 175,124	\$ 202,038	\$ 213,460
SUPPLIES & SERVICES				
Department Supplies & Expenses	-	-	-	-
Conferences & Memberships	507	308	5,500	9,000
Contractual Services	67,776	111,632	104,000	149,000
Insurances	-	-	-	-
Intergovernmental & Agency	-	-	-	-
Equipment Supplies & Maintenance	200,002	252,746	231,500	251,500
Utility & Communication	168,367	114,915	182,700	182,700
Special Department Administrative	-	-	-	-
Total Supplies & Services	\$ 436,651	\$ 479,601	\$ 523,700	\$ 592,200
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ 8,500	\$ 8,000	\$ 8,400
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 696,946	\$ 990,801	\$ 1,087,638	\$ 1,141,882
STAFFING LEVEL				
Positions	3.00	3.00	4.50	4.00
TOTAL STAFFING	3.00	3.00	4.50	4.00

Public Works

PARKS MAINTENANCE

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SALARY				
Maintenance Worker (3)	130,084	215,711	213,024	233,186
Senior Maintenance Worker	20,526	86,194	88,376	92,136
Seasonal Maintenance Worker-PST	21,487	24,880	50,000	-
Overtime	867	791	2,500	2,500
Overtime-Emergency	105	-	-	-
Subtotal:	\$ 173,070	\$ 327,576	\$ 353,900	\$ 327,822
EMPLOYEE BENEFITS				
Medical & Insurance	36,648	76,133	95,111	84,996
Employee Accruing Fringe	369	6,277	9,600	9,600
PERS-Employee (7%)				
Retirement Health Savings Account			4,800	4,800
PERS-Town Normal Cost	13,171	24,033	26,684	28,996
PERS-Unfunded Liability	33,739	61,225	55,859	78,476
PST Employer Contribution (3.75%)	795	-	1,875	1,875
OPEB - GASB 45/75 Allowance		2,993	3,014	-
FICA-Medicare Tax	2,502	4,463	5,095	4,717
Subtotal:	\$ 87,225	\$ 175,124	\$ 202,038	\$ 213,460
SUPPLIES & SERVICES				
CONFERENCES & MEMBERSHIPS				
Conferences, Meetings & Travel	-	17	1,500	2,500
Employee Development/Training	357	111	3,500	6,000
Memberships	150	180	500	500
Subtotal:	\$ 507	\$ 308	\$ 5,500	\$ 9,000
CONTRACTUAL SERVICES				
Contractual Services (Medians)	59,883	95,411	87,500	132,500
Contractual Services (Flower Baskets)	4,732	12,399	10,000	10,000
Downtown Fountain Maintenance	3,160	3,822	6,500	6,500
Subtotal:	\$ 67,776	\$ 111,632	\$ 104,000	\$ 149,000
EQUIP, SUPPLIES & MAINTENANCE				
Equipment Maintenance	20,453	21,284	15,000	15,000
Building/Facility Supplies	963	2,888	-	-
ORT Special Maintenance	-	-	-	-
Building/Facility Supplies	20,244			
Fuel & Oil	1,246	-	17,500	17,500
Fuel & Oil - Other Agencies	11,319			
Janitorial Services	10,830	24,849	10,000	25,000
Landscape Grounds & Materials	77,917	124,979	70,000	70,000
McKegney Green Maintenance	12,036	3,467	20,000	20,000
Small Tools & Implements	-	5,057	-	-
Street Materials & Signs	396	2,662	10,000	10,000
Tree Maintenance	5,500	50,890	35,000	40,000
Safety Equipment & Apparel	-	57	1,000	1,000

Public Works

PARKS MAINTENANCE

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
Uniform Maintenance Service	222	2,704	4,000	4,000
Vehicle Maintenance	129	9,704	9,000	9,000
Contingency (Parks)	25,055	3,700	40,000	40,000
Subtotal:	\$ 200,002	\$ 252,746	\$ 231,500	\$ 251,500
UTILITY & COMMUNICATION				
Energy-PG&E	9,345	5,687	10,000	10,000
Water-MMWD	158,560	109,217	172,000	172,000
Telecommunication	461	10	700	700
Subtotal:	\$ 168,367	\$ 114,915	\$ 182,700	\$ 182,700
Total Supplies & Services:	\$ 436,651	\$ 479,601	\$ 523,700	\$ 592,200
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance		5,500	5,500	5,775
Technology Allowance		3,000	2,500	2,625
Subtotal:	\$ -	\$ 8,500	\$ 8,000	\$ 8,400
TOTAL DEPARTMENT	\$ 696,946	\$ 990,801	\$ 1,087,638	\$ 1,141,882

Public Works

CORPORATION YARD

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SUPPLIES & SERVICES				
Department Supplies & Expenses	3,930	5,638	6,800	6,800
Equipment Supplies & Maintenance	55,985	71,209	36,100	36,100
Utility & Communication	33,741	29,195	29,400	29,400
Special Department Administrative	-	1,495	-	-
Total Supplies & Services	\$ 93,656	\$ 107,538	\$ 72,300	\$ 72,300
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 40,000	\$ 63,000	\$ 69,300	\$ 69,300
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 133,656	\$ 170,538	\$ 141,600	\$ 141,600
STAFFING LEVEL				
Positions				
TOTAL STAFFING				

Public Works

CORPORATION YARD

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Office & Copier Supplies	1,979	3,665	3,600	3,600
Permit/Application Fees	1,951	1,973	3,200	3,200
Subtotal:	\$ 3,930	\$ 5,638	\$ 6,800	\$ 6,800
EQUIP, SUPPLIES & MAINTENANCE				
Operating Supplies	8,635	960	7,500	7,500
Equipment Maintenance	7,668	12,975	5,000	5,000
Building/Facility Supplies	6,127	9,105	5,500	5,500
Equipment Lease		307		
Fuel & Oil	14,779	25,778	7,000	7,000
Janitorial Services	2,615	3,913	2,600	2,600
Small Tools/Implements	2,169	2,529	3,000	3,000
Vehicle Maintenance	12,252	3,302	4,000	4,000
Facility - Alteration/Improvements	1,066	9,197		
Rental-Equipment & Tools	673	3,144	1,500	1,500
Subtotal:	\$ 55,985	\$ 71,209	\$ 36,100	\$ 36,100
UTILITY & COMMUNICATION				
Energy-PG&E	4,610	4,877	5,000	5,000
Water-MMWD	5,642	1,535	5,000	5,000
Telecommunication	21,226	19,862	16,000	16,000
Cable Communication Services	2,263	2,922	3,400	3,400
Subtotal:	\$ 33,741	\$ 29,195	\$ 29,400	\$ 29,400
Total Supplies & Services:	\$ 93,656	\$ 107,538	\$ 72,300	\$ 72,300
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance	40,000	57,500	63,250	63,250
Technology Allowance	-	5,500	6,050	6,050
Subtotal:	\$ 40,000	\$ 63,000	\$ 69,300	\$ 69,300
TOTAL DEPARTMENT	\$ 133,656	\$ 170,538	\$ 141,600	\$ 141,600

Public Works

STREET & SIGNAL LIGHT SYSTEM

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SUPPLIES & SERVICES				
Equipment Supplies & Maintenance	34,392	55,673	45,000	60,000
Utility & Communication	21,165	23,514	20,000	20,000
Total Supplies & Services	\$ 55,557	\$ 79,187	\$ 65,000	\$ 80,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ 2,750	\$ 3,000	\$ 3,000
TOTAL EXPENDITURES	\$ 55,557	\$ 81,937	\$ 68,000	\$ 83,000
STAFFING LEVEL				
Positions				
TOTAL STAFFING				

Public Works

STREET & SIGNAL LIGHT SYSTEM

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
EQUIP SUPPLIES & MAINTENANCE				
Street/Signal Light Maint. (Cal/TRANS)	34,392	55,673	45,000	60,000
Subtotal:	\$ 34,392	\$ 55,673	\$ 45,000	\$ 60,000
UTILITY & COMMUNICATION				
Energy-PG&E	21,165	23,514	20,000	20,000
Subtotal:	\$ 21,165	\$ 23,514	\$ 20,000	\$ 20,000
Total Supplies & Services:	\$ 55,557	\$ 79,187	\$ 65,000	\$ 80,000
CAPITAL OUTLAY ALLOWANCE				
Capital Equipment Allowance		2,750	3,000	3,000
Technology Allowance	-		-	-
Subtotal:	\$ -	\$ 2,750	\$ 3,000	\$ 3,000
TOTAL DEPARTMENT	\$ 55,557	\$ 81,937	\$ 68,000	\$ 83,000

Public Works

CYPRESS HOLLOW SPECIAL DISTRICT

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SUPPLIES & SERVICES				
Department Supplies & Expenses				
Conferences & Memberships				
Contractual Services	7,000	14,000	14,000	14,000
Equipment Supplies & Maintenance	11,251	20,000	20,000	20,000
Utility & Communication	3,356	3,000	3,000	3,000
Total Supplies & Services	\$ 21,606	\$ 37,000	\$ 37,000	\$ 37,000
TOTAL EXPENDITURES	\$ 21,606	\$ 37,000	\$ 37,000	\$ 37,000
STAFFING LEVEL				
Positions				
TOTAL STAFFING				

Public Works				
CYPRESS HOLLOW SPECIAL DISTRICT				
Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
CONTRACTUAL SERVICES				
Contractual Services (Cost Recovery)	7,000	14,000	14,000	14,000
Subtotal:	\$ 7,000	\$ 14,000	\$ 14,000	\$ 14,000
EQUIP SUPPLIES & MAINTENANCE				
Landscape Grounds & Materials	1,271	5,000	5,000	5,000
Tree Maintenance	9,980	15,000	15,000	15,000
Subtotal:	\$ 11,251	\$ 20,000	\$ 20,000	\$ 20,000
UTILITY & COMMUNICATION				
Water-MMWD	3,356	3,000	3,000	3,000
Subtotal:	\$ 3,356	\$ 3,000	\$ 3,000	\$ 3,000
Total Supplies & Services:	\$ 21,606	\$ 37,000	\$ 37,000	\$ 37,000
TOTAL DEPARTMENT	\$ 21,606	\$ 37,000	\$ 37,000	\$ 37,000

NON-DEPARTMENTAL

Insurances and Joint Power Authorities

Low-Moderate Income Housing

Town Owned Housing

Belvedere-Tiburon Library Agency

The non-departmental section of the budget entails those projects and costs that are not part of the regular operations of any specific department. Total appropriations for this section are \$3,692,985, the majority of which is related to the pass through funding to the Belvedere-Tiburon Library Agency.

Insurances and Joint Power Authorities

This section includes the appropriations for liability, workers' compensation, and property insurance premiums, which are then allocated out to the various operating departments based on risk analysis. The Town is self-insured for the first \$150,000 for each workers' compensation claim and \$50,000 for each liability claim. After the deductible is reached the Town is insured for \$5 million per occurrence for liability and \$2 million for workers' compensation.

The Town voluntarily participates in several Joint Power Authorities which provide specialized services that the Town would not be able to provide on its own. The JPAs provide an economy of scale to the Town and to the participating members of each JPA. These services include animal control, cable telecommunications, mediation, LAFCO, MERA and storm water run-off services to name a few.

Town Owned Housing

The Town currently owns eight below market rate (BMR) condominium units at the Point Tiburon Marsh complex. Proceeds of the rent income and investment earnings support the general maintenance, tax, and homeowners' association costs of operating the units.

Low-Moderate Income Housing

This section provides for appropriations connected with the Marin Renter's Rebate program and the Marin Housing Authority JPA. This restricted fund receives funding through in-lieu fees paid by developers.

Belvedere-Tiburon Library Agency

This section provides for a pass through of property taxes the Town receives on behalf of the Belvedere-Tiburon Library Agency.

NON-DEPARTMENTAL**COMBINING SUMMARY TOTALS**

	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
DEPARTMENT FUNDING				
General Fund	1,164,416	1,710,598	1,484,272	1,505,522
Infrastructure & Facility Replacement	-	150,000	-	-
Low/Moderate Housing Fund	23,548	11,249	11,244	11,469
Town Owned Housing	96,108	63,246	111,799	137,199
Self Insurance Reserve	21,346	15,348	25,000	25,000
Belvedere/Tiburon Library Agency	2,004,791	2,198,764	2,003,094	2,133,295
Total Department Funding	\$ 3,310,209	\$ 4,149,205	\$ 3,635,409	\$ 3,812,485

Non-Departmental

ALL DIVISIONS

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 196,952	\$ 190,495	\$ 195,000	\$ 170,500
SUPPLIES & SERVICES	\$ -	\$ -	\$ -	\$ -
Department Supplies & Expenses	9,416	7,119	9,699	9,699
Conferences & Memberships	-	-	-	-
Contractual Services	22,162	32,658	30,715	47,615
Insurances	367,163	490,591	585,943	675,443
Intergovernmental & Agency	2,637,425	3,372,214	2,721,552	2,806,728
Equipment Supplies & Maintenance	63,949	56,128	65,000	75,000
Utility & Communication	-	-	-	-
Special Department Administrative	-	-	-	-
Allocated Costs	-	-	-	-
Total Supplies & Services	\$ 3,100,114	\$ 3,958,710	\$ 3,412,909	\$ 3,614,485
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 13,143	\$ -	\$ 27,500	\$ 27,500
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,310,209	\$ 4,149,205	\$ 3,635,409	\$ 3,812,485
SOURCE OF FUNDING				
General Fund	1,164,416	1,710,598	1,484,272	1,505,522
Infrastructure & Facility Replacement	-	150,000	-	-
Low/Moderate Housing Fund	23,548	11,249	11,244	11,469
Town Owned Housing	96,108	63,246	111,799	137,199
Self Insurance Reserve	21,346	15,348	25,000	25,000
Peninsula Library JPA Fund	2,004,791	2,198,764	2,003,094	2,133,295
TOTAL FUNDING	\$ 3,310,209	\$ 4,149,205	\$ 3,635,409	\$ 3,812,485

Non-Departmental

INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES				
EMPLOYEE BENEFITS	\$ 196,952	\$ 190,495	\$ 195,000	\$ 170,500
SUPPLIES & SERVICES				
Department Supplies & Expenses				
Conferences & Memberships	-	-	-	-
Contractual Services	12,562	32,658	21,115	22,615
Insurances	367,163	490,591	585,943	675,443
Intergovernmental & Agency	609,086	1,162,202	707,214	661,964
Total Supplies & Services	\$ 988,810	\$ 1,685,451	\$ 1,314,272	\$ 1,360,022
TOTAL EXPENDITURES	\$ 1,185,762	\$ 1,875,946	\$ 1,509,272	\$ 1,530,522
STAFFING LEVEL				
Positions	-	-	-	-
TOTAL STAFFING	-	-	-	-

Non-Departmental				
INSURANCES AND INTERGOVERNMENTAL AGREEMENTS				
Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EMPLOYEE BENEFITS				
Retiree Health Benefits	190,535	190,495	192,500	168,000
PERS AAUL Extra Payment	-	-	0	0
Unemployment Insurance (EDD)	6,417	-	2,500	2,500
Subtotal:	\$ 196,952	\$ 190,495	\$ 195,000	\$ 170,500
CONTRACTUAL SERVICES				
Contractual Services		\$250		
Health Benefit Plan Administration	\$ 1,748	\$2,630	5,115	5,115
Downtown Restroom Lease	\$ 10,814	\$29,778	16,000	17,500
Subtotal:	\$ 12,562	\$ 32,658	\$ 21,115	\$ 22,615
INSURANCE				
Liability Premium (PLAN JPA)	134,505	239,493	268,500	350,000
Workers Compensation Premium (Bay Cities JPIA)	172,642	173,462	225,000	215,000
Worker's Compensation SIR	21,346	15,348	25,000	25,000
Property Premium (PLAN JPA)	18,414	38,605	42,000	60,000
Public Officials EO (PLAN JPA)	-	-	1,000	1,000
Employment Practices Liability (ERMA/Bay Cities)	20,255	23,683	24,443	24,443
Subtotal:	\$ 367,163	\$ 490,591	\$ 585,943	\$ 675,443
INTERGOVERNMENT, AGENCY & JPA				
Animal Control JPA (MGSA)	129,508	105,284	108,000	110,000
Cable Telecom JPA-Media Center				
Chamber of Commerce TOT 5%	11,478	28,771	40,000	41,250
Destination:Tiburon TOT 5%	15,887	28,771	40,000	41,250
Transportation Authority of Marin JPA	17,306	19,094	19,675	19,675
MERA Radio Acquisition JPA (Bond)	44,304	-	6,000	6,000
MERA Radio Acquisition JPA (Operating)	47,225	60,943	56,074	56,074
Emergency Management Planning JPA	965	-	965	965
Hazardous Materials JPA	2,805	2,945	3,250	3,250
Marin Mediation Services (MGSA)	-	3,411	3,500	4,000
Richardson Bay Regional Agency JPA	88,333	160,329	175,000	180,250
Stormwater Runoff (MCSTOPP) JPA	28,430	32,559	32,500	32,500
Street Light Acquisition Dues (MGSA)	-	500	500	500
MCCMC Lobbyist & Legislative Support	-	4,014	4,250	4,250
LAFCO	5,819	5,579	5,900	5,900
Marin Map (MGSA)	-	-	9,000	9,000
Marin General Services Authority (General)	-	17,588	5,000	4,500
Marin Clean Energy JPA (MGSA)	-	5,068	5,100	5,100
Cal Fire Contract (Angel Island)	26,882	29,119	32,500	32,500
Yellow School Bus Contribution	144	146,261	145,000	95,000
Contributions/Donations (Welcome Center)	20,000	20,000	-	-
Contributions/Donations (Ranch)	20,000	-	-	-
Contributions/Donations	150,000	7,000	15,000	10,000
Subtotal:	\$ 609,086	\$ 1,162,202	\$ 707,214	\$ 661,964
TOTAL DEPARTMENT	\$ 1,185,762	\$ 1,875,946	\$ 1,509,272	\$ 1,530,522

Non-Departmental

LOW & MODERATE INCOME HOUSING

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES				
EMPLOYEE BENEFITS				
SUPPLIES & SERVICES				
Department Supplies & Expenses	-	-	-	-
Conferences & Memberships				
Contractual Services	-	-	-	-
Insurances				
Intergovernmental & Agency	23,548	11,249	11,244	11,469
Equipment Supplies & Maintenance	-	-	-	-
Total Supplies & Services	\$ 23,548	\$ 11,249	\$ 11,244	\$ 11,469
CAPITAL OUTLAY ALLOWANCE				
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 23,548	\$ 11,249	\$ 11,244	\$ 11,469
STAFFING LEVEL - None				

Non-Departmental				
LOW & MODERATE INCOME HOUSING				
Account Description	2020/21 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
INTERGOVERNMENT, AGENCY & JPA				
Marin Housing Authority JPA	11,024	11,249	11,244	11,469
Subtotal:	\$ 23,548	\$ 11,249	\$ 11,244	\$ 11,469
Total Supplies & Services:	\$ 23,548	\$ 11,249	\$ 11,244	\$ 11,469
TOTAL DEPARTMENT	\$ 23,548	\$ 11,249	\$ 11,244	\$ 11,469

Non-Departmental

Town-Owned Housing Fund

TOWN OWNED HOUSING

OBJECT SUMMARY	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
EXPENDITURES				
SALARY & WAGES				
EMPLOYEE BENEFITS				
SUPPLIES & SERVICES				
Department Supplies & Expenses	9,416	7,119	9,699	9,699
Contractual Services	9,600	-	9,600	25,000
Equipment Supplies & Maintenance	63,949	56,128	65,000	75,000
Total Supplies & Services	\$ 82,965	\$ 63,246	\$ 84,299	\$ 109,699
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 13,143	\$ -	\$ 27,500	\$ 27,500
TOTAL EXPENDITURES	\$ 96,108	\$ 63,246	\$ 111,799	\$ 137,199
STAFFING LEVEL				
None	-	-	-	-
TOTAL STAFFING	-	-	-	-

Non-Departmental

TOWN OWNED HOUSING

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
DEPARTMENT SUPPLIES & EXPENSES				
Property Tax Payments	9,416	7,119	9,699	9,699
Subtotal:	\$ 9,416	\$ 7,119	\$ 9,699	\$ 9,699
CONTRACTUAL SERVICES				
Contractual services (Cost Recovery)	9,600	-	9,600	25,000
Subtotal:	\$ 9,600	\$ -	\$ 9,600	\$ 25,000
EQ SUPPLIES & MAINTENANCE				
Property Management (HOA)	63,949	56,128	65,000	75,000
Subtotal:	\$ 63,949	\$ 56,128	\$ 65,000	\$ 75,000
Total Supplies & Services:	\$ 82,965	\$ 63,246	\$ 84,299	\$ 109,699
CAPITAL EXPENSES				
PROPERTY ACQUISITION				
Purchase Real Property				
Facility Alteration/Improvement	13,143		7,500	7,500
Unit 2		-	2,500	2,500
Unit 3		-	2,500	2,500
Unit 4		-	2,500	2,500
Unit 6		-	2,500	2,500
Unit 7		-	2,500	2,500
Unit 11		-	2,500	2,500
Unit 14		-	2,500	2,500
Unit 18		-	2,500	2,500
Subtotal:	\$ 13,143	\$ -	\$ 27,500	\$ 27,500
TOTAL DEPARTMENT	\$ 96,108	\$ 63,246	\$ 111,799	\$ 137,199

Non-Departmental**BELVEDERE-TIBURON LIBRARY AGENCY**

Account Description	2021/22 Actual	2022/23 Actual	2023/24 Adopted	2024/25 Proposed
SUPPLIES & SERVICES				
INTERGOVERNMENT, AGENCY & JPA				
Payment to Library Agency (Property Tax proceeds)	2,004,791	2,198,764	2,003,094	2,133,295
Subtotal:	\$ 2,004,791	\$ 2,198,764	\$ 2,003,094	\$ 2,133,295
Total Supplies & Services:	\$ 2,004,791	\$ 2,198,764	\$ 2,003,094	\$ 2,133,295
TOTAL DEPARTMENT	\$ 2,004,791	\$ 2,198,764	\$ 2,003,094	\$ 2,133,295

CAPITAL OUTLAY & ALLOWANCE

Planned Capital Outlay Purchases

Planned Technology Outlay Purchases

Depreciation Allowance Schedule

Capital outlay expenses are broken into two categories, Capital Equipment and Technology Outlay. The total combined expenditures for Capital Equipment replacement is \$275,000 and Technology Outlay is \$224,900. Funding for these purchases comes from two reserve funds which are supplemented annually by a depreciation allowance charged to each department. As the purchases made routinely exceed depreciation allowance collected, the reserve funds are periodically supplemented through general fund transfers.

Typical purchases from the Capital Equipment Fund include replacement vehicles and equipment. Purchases from the Technology Replacement Fund include computers, peripherals, network equipment, software licenses, and other Information Technology related equipment.

Planned Capital Equipment Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Town Hall Furniture (Reserve Fund)	40,000
Total Town Administration	\$ 40,000
COMMUNITY DEVELOPMENT	
Vehicles & Set Up	55,000
Total Community Development	\$ 55,000
POLICE	
Vehicles & Setup - Patrol Car	100,000
Office Furniture	10,000
Total Police	\$ 110,000
PUBLIC WORKS	
Vehicles & Setup	70,000
Video/Camera Equipment	-
Total Public Works	\$ 70,000
<hr/>	
Total Planned Capital Outlay Purchases:	\$ 275,000

Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Replacement Computers & Monitors (4)	6,000
Misc. Computer Parts	2,500
Software & Licenses	35,000
Copier Maintenance	4,000
LaserFische Ann. Maint.	5,100
Incode 10 Annual Maintenance	25,000
Total Town Administration	\$ 77,600
COMMUNITY DEVELOPMENT	
Replacement Computers & Monitors (4)	4,000
Misc. Computer Parts	1,500
TrakiT Permit Software Annual Fee	30,000
Total Community Development	\$ 35,500
POLICE	
Replacement Computers & Monitors	10,000
Misc. Computer Parts	1,500
License Plate Reader Camera Maintenance	7,500
Axon Annual Contract - Cameras/Tasers	45,800
Total Police	\$ 64,800
PUBLIC WORKS	
Replacement Computers & Monitors (1)	5,000
Misc. Computer Parts	500
Maintenance Sched. Software - Annual Fee	11,500
Telecommunication Equipment	30,000
Total Public Works	\$ 47,000
Total Planned Technology Outlay Purchases:	\$ 224,900

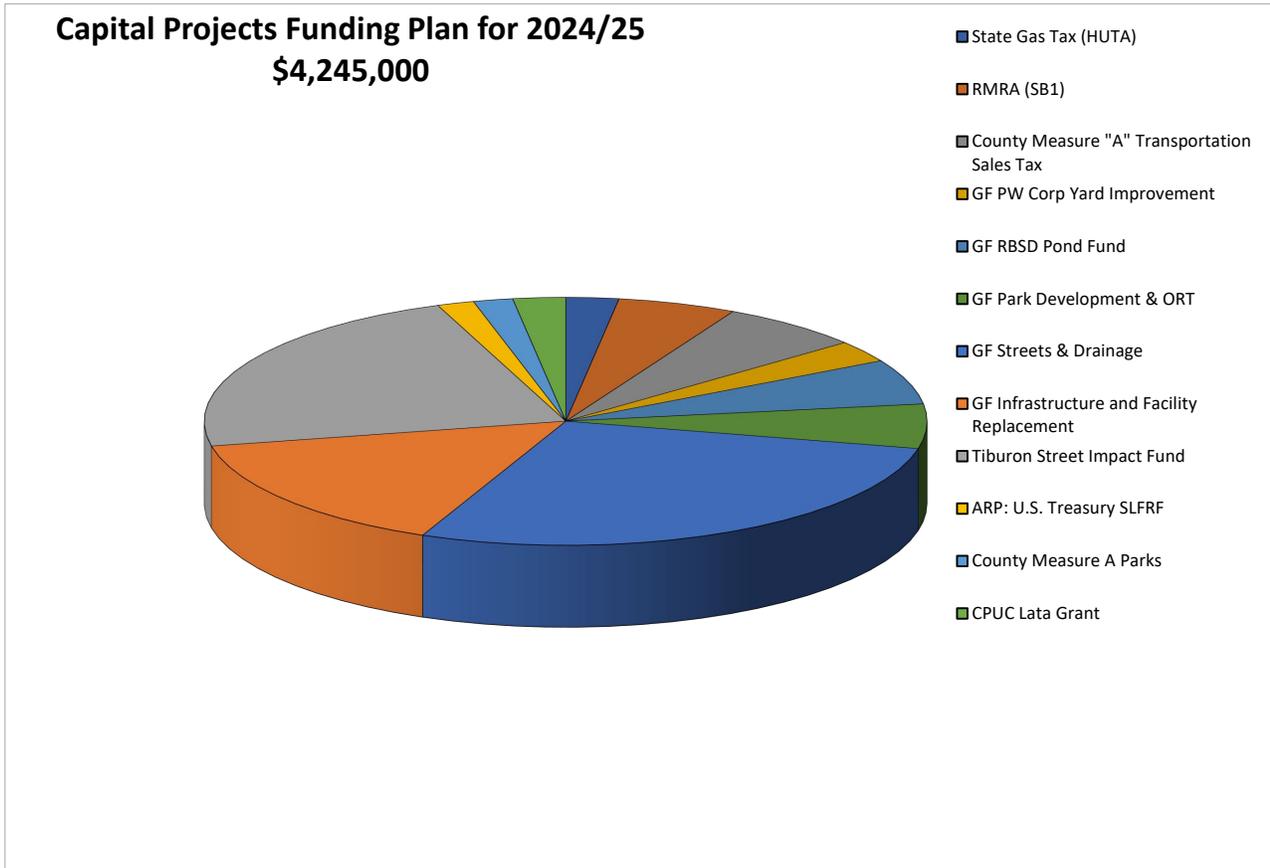
Capital Improvement Project Summary

Project	2024-25
Bicycle & Pedestrian Improvements Program	
Bicycle & Pedestrian Improvements Projects	\$ 50,000
Open Space Management Program	
Fire Road Maintenance	\$ 100,000
Open Space Management Vegetation Management Construction Projects	\$ 160,000
Pavement Maintenance & Rehabilitation Program	
2024 Various Streets Pavement Maintenance Digout and Slurry Seal Project Construction	\$ 1,200,000
Pavement Maintenance & Rehabilitation Project Design	\$ 200,000
Storm Drain Maintenance & Rehabilitation Program	
2024 Storm Drain Rehabilitation Open Cut Project Construction	\$ 600,000
Storm Drain Maintenance & Rehabilitation Project Design	\$ 75,000
Storm Drain Trash Capture Device Installation Design	\$ 60,000
Capital Improvement Projects	
Accessibility Evaluation & Improvements	\$ 60,000
Brick Crosswalk Rehabilitation	\$ 150,000
Broadband Fiber Network Infrastructure Design	\$ 100,000
Corporation Yard Rehabilitation Design	\$ 120,000
Main Street Seawall Repairs	\$ 100,000
Old Rail Trail Retaining Wall Replacement	\$ 60,000
Parks Master Plan	\$ 70,000
Police Department Women's Locker Room Remodel	\$ 150,000
Police Department Flooring Replacement	\$ 30,000
Police Department Solar Array Waterproofing	\$ 25,000
RBSD Pond Site Restoration	\$ 250,000
Tiburon Boulevard Traffic Study	\$ 300,000
Town Hall Facility Exterior Repairs	\$ 60,000
Town Hall Facility EV Charging Stations (Fleet), Pedestrian, and Drainage Upgrades	\$ 100,000
Town Hall Facility EV Charging Stations Construction (Public)	\$ 200,000
Town Hall & Library Facility Wayfinding Signage	\$ 25,000

Total \$ 4,245,000

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CAPITAL PROJECTS FUNDING - ALL CATEGORIES



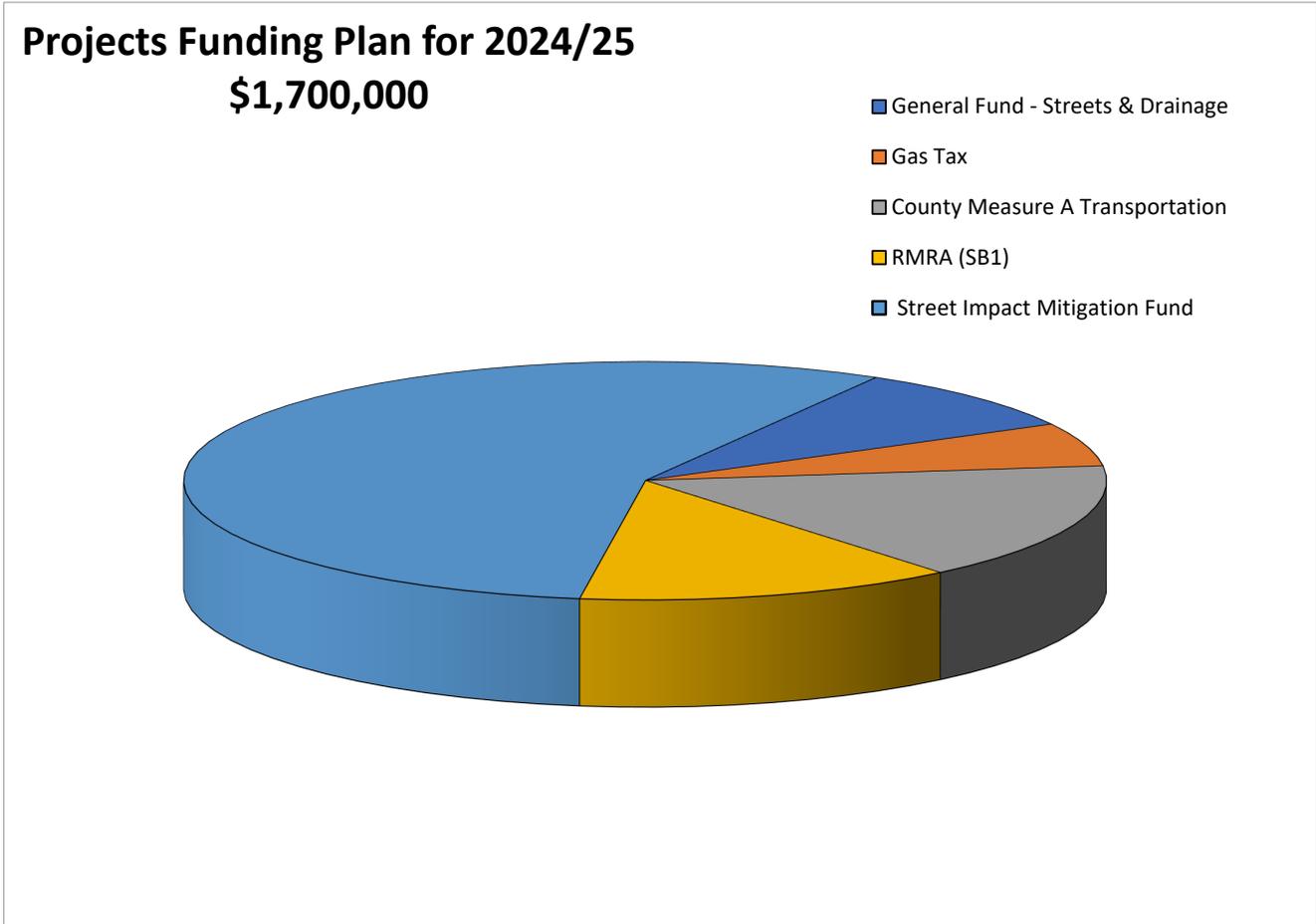
Fund	Source of Funds	Amount
290	State Gas Tax (HUTA)	\$ 100,000
296	RMRA (SB1)	\$ 225,622
292	County Measure "A" Transportation Sales Tax	\$ 271,408
111	GF PW Corp Yard Improvement	\$ 120,000
182	GF RBSD Pond Fund	\$ 250,000
185	GF Park Development & ORT	\$ 245,000
191	GF Streets & Drainage	\$ 1,185,000
194	GF Infrastructure and Facility Replacement	\$ 650,000
390	Tiburon Street Impact Fund	\$ 952,970
211	ARP: U.S. Treasury SLFRF	\$ 70,000
260	County Measure A Parks	\$ 75,000
272	CPUC Lata Grant	\$ 100,000
Total Funding All Sources:		\$ 4,245,000

Streets	1,700,000
Drainage	735,000
Community	1,810,000
Total CIP funds	4,245,000

Street Improvement Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Bicycle & Pedestrian Improvements	Various Improvements	Annual Program	County Measure A Transportation	\$50,000
Brick Crosswalk Rehabilitation	Construction	New	General Fund - Streets & Drainage	\$150,000
Main Street Seawall Maintenance (Intersection of Beach Rd)	Design	New	Gas Tax	\$100,000
Pavement Maintenance & Rehabilitation	Various Improvements	Annual Program	RMRA (SB1)	\$225,622
Pavement Maintenance & Rehabilitation	Various Improvements	Annual Program	County Measure A Transportation	\$221,408
Pavement Maintenance & Rehabilitation	Various Improvements	Annual Program	Street Impact Mitigation	\$952,970
Total Proposed Streets Projects				\$ 1,700,000

Overview of Streets Project Funding



Planned Streets Projects Funding

Fund Source of Funds	Amount
191 General Fund - Streets & Drainage	\$ 150,000
290 Gas Tax	\$ 100,000
292 County Measure A Transportation	\$ 271,408
296 RMRA (SB1)	\$ 225,622
390 Street Impact Mitigation Fund	\$ 952,970
Total Funding	\$ 1,700,000

Drainage Improvement Projects

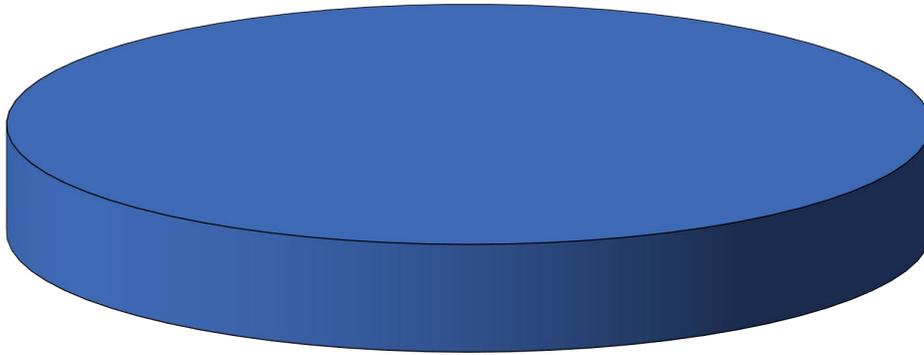
Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Storm Drain Maintenance & Rehabilitation	2024 Storm Drain Rehabilitation Open Cut Project Construction	Annual Program	GF Streets & Drainage	600,000
Storm Drain Maintenance & Rehabilitation	Storm Drain Maintenance & Rehabilitation Project Design	Annual Program	GF Streets & Drainage	75,000
Storm Drain Maintenance & Rehabilitation	Storm Drain Trash Capture Device Installation Design	Annual Program	GF Streets & Drainage	60,000
Total Proposed Drainage Projects				\$ 735,000

Overview of Drainage Project Funding

Projects Funding Plan for 2024/25

\$735,000

■ General Fund Streets & Drainage



Planned Drainage Project Funding

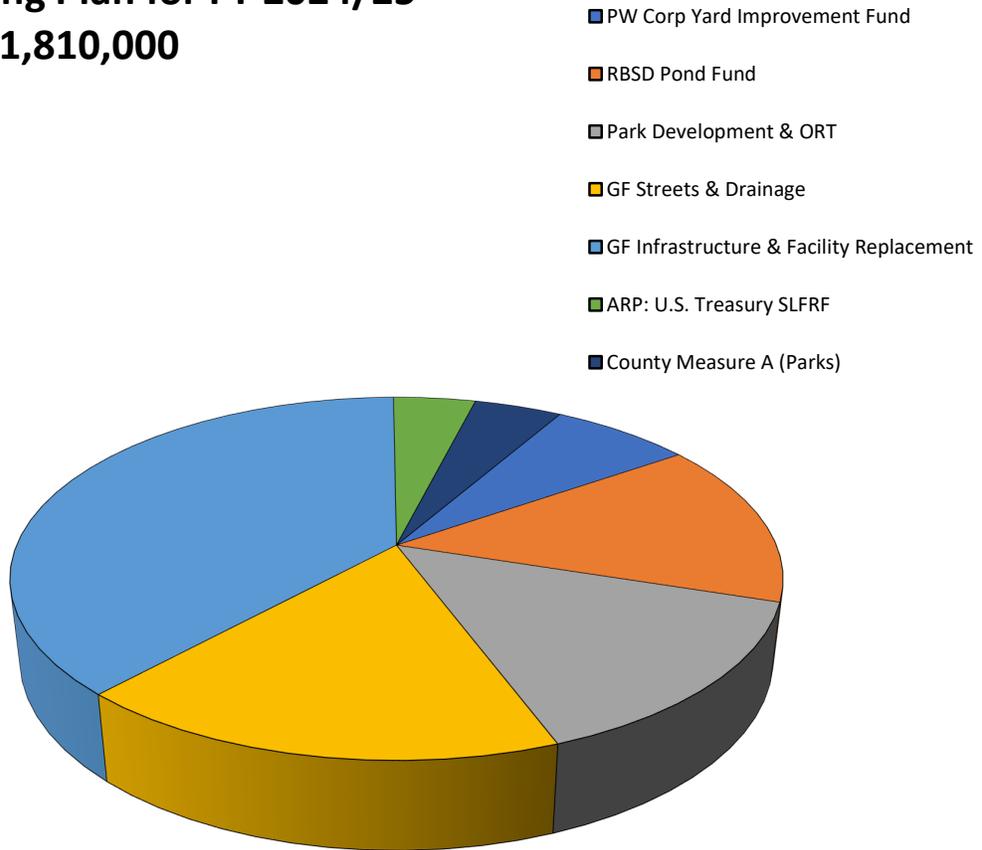
Fund	Source of Funds	Amount
191	General Fund Streets & Drainage	\$ 735,000
	Total Funding	\$ 735,000

Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Buildings & Facilities				
Accessibility Evaluation & Improvements	Design	New	GF Infrastructure & Facility Replacement	60,000
Corporation Yard Rehabilitation Design	Design	New	PW Corp Yard Improvement Fund	120,000
Police Department Women's Locker Room Remodel	Construction	Carryover	GF Infrastructure & Facility Replacement	150,000
Police Department Flooring Replacement	Construction	Carryover	GF Infrastructure & Facility Replacement	30,000
Police Department Solar Array Waterproofing	Construction	New	GF Infrastructure & Facility Replacement	25,000
Town Hall Facility Exterior Repairs	Construction	New	GF Infrastructure & Facility Replacement	60,000
Town Hall Facility EV Charging Stations (Fleet), Pedestrian, and Drainage Upgrades	Design & Construction	New	GF Infrastructure & Facility Replacement	100,000
Town Hall Facility EV Charging Stations (Public)	Design & Construction	New	GF Infrastructure & Facility Replacement	200,000
Town Hall & Library Facility Wayfinding Signage	Construction	New	GF Infrastructure & Facility Replacement	25,000
Park Facilities				
Fire Road Maintenance	Construction	Annual Program	Park Development & ORT	100,000
Old Rail Trail Retaining Wall Replacement	Construction	Annual Program	Park Development & ORT	60,000
Open Space Vegetation Management Construction Projects	Construction	Annual Program	County Measure A (Parks)	75,000
Open Space Vegetation Management Construction Projects	Construction	Annual Program	Park Development & ORT	85,000
Parks Master Plan	Design	Carryover	ARP: U.S. Treasury SLFRF	70,000
RBSD Pond Site Restoration	Construction	Carryover	RBSD Pond Fund	250,000
Miscellaneous				
Broadband Fiber Network Infrastructure Design	Design	Carryover	CPUC Lata Grant	100,000
Tiburon Boulevard Traffic Study	Analysis	New	GF Streets & Drainage	300,000
Total Proposed Community & Miscellaneous Projects				\$ 1,810,000

Overview of Community Project Funding

Projects Funding Plan for FY 2024/25
\$1,810,000



Planned Community Development Project Funding

Fund	Source of Funds	Amount
111	PW Corp Yard Improvement Fund	\$ 120,000
182	RBSD Pond Fund	\$ 250,000
185	Park Development & ORT	\$ 245,000
191	GF Streets & Drainage	\$ 300,000
194	GF Infrastructure & Facility Replacement	\$ 650,000
211	ARP: U.S. Treasury SLFRF	\$ 70,000
260	County Measure A (Parks)	\$ 75,000
272	CPUC Lata Grant	\$ 100,000
Total Funding		\$ 1,810,000

Program: **DEBT SERVICE PROGRAM**

Schedules: **Bond Issue Information
Principal, Interest & Fiscal Fees**

Commentary: The Town's Debt Service Program is comprised of a consolidated municipal bond associated with the financing of public improvements in specific neighborhood, subdivision or development areas. Such issues have generally included 1915 Act, Mello-Roos Community Facilities Act, and Marks-Roos Local Bond Pooling Act bonds.

Principal, Interest & Fees

Bond Issue	Principal	Interest	Administration Fees	TOTAL
2016 Consolidated Reassessment District Refunding Bonds ¹	345,524	275,477	-	621,000
TPFA 2016 Refunding Revenue Bonds ¹	395,000	229,381	-	624,380
Virginia Underground District, Series A	35,000	5,100	-	40,100
Virginia Underground District, Series B	-	41,863	-	41,863
Hawthorne Undergrounding District	190,000	162,263		352,263
Total Debt Service:	\$ 965,524	\$ 714,084	\$ -	\$ 1,679,605

Bond Issue Information

2016 Consolidated Reassessment District Refunding Bonds & TPFA 2016 Refunding Revenue Bonds- Dated August 25, 2016. Amount \$9,889,321 with an interest range of .75% to 3.5%. Term 2016 to 2040. The bond was issued to refinance several assessment bonds to reduce payments to property owners. The refinanced bonds include the Del Mar Valley Undergrounding Assessment District, 2010 Del Mar Valley Supplemental Assessment District, Lyford Cove Undergrounding Assessment District, Main Street Assessment District, and Stewart Drive Undergrounding Assessment District.

1. Assessments on properties within the 2016 Consolidated Reassessment District are based upon the annual debt service due on the 2016 Consolidated Reassessment District Refunding Bonds. Those assessments are then funneled up to pay the annual debt service on the TPFA 2016 Refunding Revenue Bonds.